

ROBERT SMITH

Messenger/Representative

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SUMMARY

Position with a growing company that would allow to use excellent organizational and communication skills.

SKILLS

Automobile Repair, Carpentry.

WORK EXPERIENCE

Messenger/Representative

ABC Corporation - July 2007 – April 2014

- Ensured goods are loaded correctly and taking precautions with hazardous goods.
- Received messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers.
- Planned and follow the most efficient routes for delivering goods.
- Delivered messages and items, such as newspapers, documents, and packages, between establishment departments.
- Sorted items to be delivered according to the delivery route.
- Obtained signatures and payments, or arrange for recipients to make payments.
- Recorded information, such as items received and delivered and recipients responses to messages.

Messenger

ABC Corporation - 2005 – 2007

- Delivered important documents to and from law firms and courthouses, both in New York City and New Jersey.
- Completed on-time deliveries by choosing the best and most efficient routes.
- Drove company truck for local and intra-state pick ups and deliveries.
- Loaded and secured items in trucks.
- Fostered positive working relationships with customers by responding to their questions and concerns.
- Interpreted maps and followed written and verbal directions..
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- - (Hyde Park Career Academy High School - Chicago, IL)