***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

[**www.qwikresume.com**](http://www.qwikresume.com/)

***SKILLS***

Security, Driving, Customer Service, Sales.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Sr. Messenger***

# PERSONAL STATEMENT

To become an invaluable asset to company by effectively utilizing communication skills as well as other professional training skills in a capacity that best support the goals of organization.

# WORK EXPERIENCE

## Sr. Messenger

### ABC Corporation - August 1973 – April 1991

*Responsibilities:*

* Walked, ride bicycles drove vehicles, or use public conveyances in order to reach destinations to deliver messages or materials.
* Unloaded and sorted items collected along delivery routes.
* Received messages or materials to be delivered, and information on recipients.
* Planned and follow the most efficient routes for delivering goods.
* Delivered messages and items, such as newspapers, documents, and packages.
* Sorted items to be delivered according to the delivery route.
* Obtained signatures and payments, or arrange for recipients to make payments.

## Messenger

### ABC Corporation - 1968 – 1973

*Responsibilities:*

* Transported patients either per ambulatory or by wheelchair to surgical floor for next day outpatient surgery.
* Dropped information off at nurses station pertaining to each patient.
* Delivered important papers to areas within the hospital.
* Was through and detailed to see that all items that I delivered were put in the correct area.
* Patients were taken to the correct room and had all paper work for the Nurses Station to receive and do their job.
* Skills Used Customer Service, phone use, being detailed and through..
* This is Dummy Description data, Replace with job description relevant to your current role.

# Education

Diploma