

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

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
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)