ROBERT SMITH

**Messenger/Representative**

**info@qwikresume.com | https://Qwikresume.com**

Highly motivated person with strong people skills. Currently involved in many organizations, wherein duties include, but are not limited to, event planning and organizing, conducting meetings.

**AUGUST 1998 – FEBRUARY 2002**

## MESSENGER/REPRESENTATIVE - ABC CORPORATION

* Delivered money to banks, restaurants, companies, retail stores. The timely and secure delivery of money.
* Able to work with others to provide timely, unmolested delivery of monies to destinations.
* Delivered to various locations within Manhattan in a timely, efficient manner.
* Managed office inventory, and ensured that shipments to office were received and appropriately logged.
* Accurately filed and delivered mail and parcels to respective departments throughout the company Managed office inventory.
* Typed and photocopy documents as requested.
* Worked Senate floor relaying messages to State Senators.

**1994 – 1998**

## MESSENGER - BRINKS INC.

* Responsible for safe delivery of any currency, coin, or job related documents to and from customer locations.
* Maintain radio communication with vehicle crew and dispatch personnel to ensure a secure transaction.
* Maintain the highest degree of security and control of the customer shipment at all times.
* Remain alert and prepared at all times, not only protecting the crew or premises against attack, but also watching for the accidental mishandling of packages that might result in a loss.
* Reconcile customer deposits and receipts of all valuables handled throughout the daily scheduled run.
* Skills Used Alertness, communication, and security..
* This is Dummy Description data, Replace with job description relevant to your current role.

# EDUCATION

BS in Criminal Justice - 1994(Brockport College - Brockport, NY)

# SKILLS

Technical Skills, Management.

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