

# ROBERT SMITH

## Messenger/Representative

[info@qwikresume.com](mailto: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)

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## **SKILLS**

Technical Skills, Management.