***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Technical Skills, Critical Thinking.

***LANGUAGES***

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

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Associate Messenger***

# PERSONAL STATEMENT

Looking for a position where can excel and enhance experience. Pick up and deliver messages, documents, packages, and other items between offices or departments within an establishment.

# WORK EXPERIENCE

## Associate Messenger

### ABC Corporation - February 1985 – December 1985

*Responsibilities:*

* Filed of documentation and handling of the post. Knowledge of the five boroughs.
* Scanned inbound and outbound packages.
* Sorted into its correct bin Weigh skids Load trucks for shipping.
* Maintained an organized, clean work environment.
* Ensured that shipments to office were received and appropriately logged.
* Accepted a request to write an informative paper, for new employees, in a foreign country.
* Provided security for Armored trucks.

## Messenger

### ABC Corporation - 1984 – 1985

*Responsibilities:*

* MANHATTAN, NY (FOOT MESSENGER) 10/2013 12/2014 Transporting packages from pick up to drop off point in a professional manner.
* Transporting next day route work (films x-rays etc.) for overnight typing with a small hand truck.
* Typing overnight batch work for next day a.m.
* routes.
* Communicating effectively with staff and customers..
* This is Dummy Description data, Replace with job description relevant to your current role.
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**Education**

None in N/A - 1979(Jan Kriel School - River, IN)