

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.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

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

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)