

ROBERT SMITH

Junior Courier

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Junior Courier offers superb decision-making skills, judgment, and outstanding initiative. Exceptional skill demonstrated when working under high pressure. Utilizes innovative techniques and solid management acumen. Extremely focused and motivated to achieve in a fast-paced, demanding environment that promotes teamwork but can identify and resolve issues independently. To pursue opportunities that will support an organization's initiatives utilizing my expertise in customer service, marketing, and leadership skills, retail management, operations, and inventory control in the wireless telecommunication industry.

CORE COMPETENCIES

Microsoft Office, Driving, Customer Service, Expertly Trained In Fire Arms Handling, Materials Management, CPR, Microsoft Office

PROFESSIONAL EXPERIENCE

Junior Courier

ABC Corporation - September 2014 – June 2016

Key Deliverables:

- Provided efficient and safe delivery and pick-up of packages and documents.
- Operated non-articulated vehicles complying with all governmental and corporate procedures.
- Accomplished accurate and timely selection and inspection of assigned packages and reported stop counts and missorts.
- Sought additional business from current customers and inquiries to gain new business, passed leads to the sales department, informed the sales department of significant changes in customer or competitors actions.
- Ensured that packages conform to FedEx features of service, proper labeling is provided, and that all paperwork is complete, neat, and accurate.
- Determined legality of packages including special requirements for dangerous goods and international shipments.
- Separated packages by service type and destination, in accordance with established procedures.

Associate Courier

ABC Corporation - September 2012 – February 2013

Key Deliverables:

- Picked-up and deliver to and from referring hospitals, clinics, physician offices, and outpatient centers.
- Documented all route information per department guidelines.
- Prioritized routes to accommodate unscheduled pick-ups.

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- Responsible for evaluation and monitoring weather conditions throughout shift to preplan for anticipated trips and delays throughout region.
- Assisted in preparation of supply orders.
- Maintained safety of cargo and vehicle in accordance with hospital guidelines.
- Assisted in training of new staff and documents their progress per department guidelines.

EDUCATION

- High School - 2005(Universal Technical Institute - Rancho Cucamonga, CA)Computer Sciences - 1990(Thames Polytechnic - London)