

# ROBERT SMITH

## Package Handler/Courier

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Courier Supervisor with 17 years of supervisory experience in the warehouse, transportation, production, and logistics. A verifiable track record for successfully managing and organizing complex operations. Maintained focus on the safety of personnel and excellent customer service while achieving a high level of productivity. Outstanding communication and interpersonal skills. Seeks to work in an environment that will challenge me further while allowing me to contribute to the growth and success of the organization.

**2004 - 2006**

### **PACKAGE HANDLER/COURIER - ABC CORPORATION**

- Loaded vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.
- Recorded information, such as items received and delivered and recipients responses to messages.
- Walked, ride bicycles, drive vehicles, or used public conveyances in order to reach destinations to deliver messages or materials.
- Obtained signatures and payments, or arrange for recipients to make payments.
- Picked up and delivered freight on an efficient and timely manner within customer window times.
- Practiced courteous and friendly service to existing accounts and occasionally acquired new accounts.
- Sorted shipments and scheduled routes to meet company standards and time requirements.

**1989 - 2004**

### **MAIL CLERK/COURIER - ABC CORPORATION**

- Unloaded goods from large trucks, and load them onto smaller delivery vehicles.
- Sorted, organized, and tracked packages by zip code and delivery areas with power pad scanner.
- Ensured daily deliveries corresponded with dispatch records using a computer program.
- Remained constantly alert to safety conditions and the surrounding environment and never placed personnel or equipment in a position to compromise safety.
- Performed regular scheduled preventative maintenance and basic diagnostics of vehicles and industrial equipment.
- Provided movement of packages, documents, dangerous goods and/or supplied support in a timely, safe and efficient manner.

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## **EDUCATION**

BA in History And Political Science - 2008(Villanova University - Villanova, PA)Certificate in Law Enforcement - 1992(Odessa College - Odessa, TX)Deans List in General Curriculum - 1985(Goldenwest College - Huntington Beach, CA)

## **SKILLS**

Fork Lift Operation, CDL License Class B With An S Indorsement, CPR/First Aid, MSHA, OSHA, HAZMAT,