ROBERT SMITH

Newspaper Carrier/Consultant

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Currently seeking a position that would enable to become Highly-motivated, compassionate positive bedside patient care services. Track record of providing residents and clients with assistance in activities of living

MARCH 1999 – SEPTEMBER 2011

NEWSPAPER CARRIER/CONSULTANT - ABC CORPORATION

- Deliver newspapers to subscribers along a prescribed route.
- Utilize own personal vehicle to deliver newspapers to subscribers.
- Subscribers, hold on paper delivery, and any other new changes to the route.
- Bundle all newspapers each day in the early morning and don time to get newspapers ready for delivery.
- Make sure all newspapers are accounted for the current subscribers on my route.
- Start delivery to ensure proper and timely delivery and avoid late delivery.
- Skills Used Time management, problem-solving, driving skills, communication, and anticipating the needs of others.

1997 – 1999

NEWSPAPER CARRIER/CONSULTANT - ABC CORPORATION

- Assemble, bag, and deliver newspapers.
- Had to keep subscriptions up-to-date and alter route to accommodate those changes.
- Kept an inventory of needed supplies.
- Frequently spoke to various customers on the phone and in person.
- I learned how to keep a regular schedule even in inclement weather.
- Went out of my way to keep my customers happy.
- Skills Used Time management, problem solving, driving skills, communication, and anticipating the needs of others..

EDUCATION

BS

SKILLS

Microsoft Office, customer service, clerical, office management, and general office

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technology, and supervision skills.