

Process Server/Analyst

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Experienced and motivated manager and sales person. Qualification Summary Outstanding customer relationship skills Excellent communication skills Outstanding organizational and multitasking Excellent problem-solving skills.

Skills

Driver and warehouse experience, Communication Skills, Team Building, Team Leadership, Teamwork, Customer Service, Access, Excel.

Work Experience

Process Server/Analyst

JJLProcess - December 2013 - 2019

- Organize and prepare documents to be delivered to the courthouses of middle Tennessee.
- Receive and prepare documents once received from courthouses.
- Maintain profession and friendly relationships with the clerks of the courthouses.
- Maintain strict confidentiality of defendants personal information.
- Use smartphone technology daily to organize information about defendants for the courthouses.
- Ability to produce consistently accurate work even while under pressure.
- Serve legal documents consult with tenants, providing excellent customer service in potentially hostile environments.

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A.H. Management Group, Inc - 2010 - 2013

- Process and bundle all money.
- Interacting with the drivers, counting the collects in a quick efficient manner.
- Taking audits when called in, putting crates and changers out on the floor for their specific routes.
- Cleaning the machines in the room and cleaning the room itself.
- Helping with any other tasks in the room to keep it running smoothly and efficiently.
- Please Do Not Contact Employer..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS