

# ROBERT SMITH

## Process Server

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### SUMMARY

Interacting with people, which makes it easy to have natural conversations with customers. Able to work autonomously with minimal supervision as well as within a team and to foster a positive work environment.

### CORE COMPETENCIES

Communication Skills, Team Building, Team Leadership, Teamwork, Customer Service, Access, Excel.

### PROFESSIONAL EXPERIENCE

#### Process Server

**JJLProcess - December 2013 – 2019**

##### Key Deliverables:

- Delivered summons and legal documents to businesses and residential properties.
- Data entry, submitting information obtained at the time of service.
- Skills Used Verified and logged in deadlines for responding to daily inquiries.
- Delivered court-appointed paperwork to customers on behalf of law firms and several different companies.
- Filed complete and correct affidavits after being notarized to all clients including law firms and businesses.
- Verified that information in the computer system was up to date and accurate.
- Ability to produce consistently accurate work even while under pressure.

#### Process Server

**ABC Corporation - 2012 – 2013**

##### Key Deliverables:

- Serve legal documents.
- Provide property descriptions.
- Miscellaneous investigations.
- Increased production and service area Skills Used Strong written and verbal communication.
- Skills in diffusing possible volatile situations.
- Willingness to travel..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

- BS