

Robert Smith

Jr. Process Server

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SUMMARY

Accomplished and dynamic professional committed to pursuing a career within the Logistic and Chain Supply Management with solid and diverse experience in a variety of fields managing overall operations and optimizing organizational processes. Proven ability to achieve organizational goals while displaying effective multi-tasking and time management skills.

SKILLS

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

WORK EXPERIENCE

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JACO Civil Process - 2014 - 2019

- Handled serving of court orders and processes, such as summonses and subpoenas.
- Received papers to be served from the magistrate, court clerk, or attorney.
- Handled court filings for a civil and criminal case and conducted court research and copy work.
- Ability to produce consistently accurate work even while under pressure.
- Reviewed the documents to be served to verify they are completely filled out, signed and have accurate contact information.
- Serving legal paperwork to servees Accomplishments Skills Used Time management.
- Coordinate all distribution of serves, perform skip tracing, court filings, stakeouts and in some cases surveillance.

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ABC Corporation - 2011 - 2014

- Serving and filing legal documents.
- Working with the legal system.
- Experience in my field of study.
- Added experience with the public, knowing how to keep a professional attitude even under stressful situations.
- Skills Used Professional attitude.
- Knowledge of legal documents..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS