

# ROBERT SMITH

## Process Server II

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Efficient and experienced Paralegal/Administrator seeking employment in a professional atmosphere who welcomes fellow employees and the general public with strong work ethics, organizational and effective interpersonal communication skills and a genuine desire to give the best service possible.

### SKILLS

Microsoft Office, Quickbooks, Typing 50 Wpm, Communication Skills, Team Building, Team Leadership, Teamwork.

### WORK EXPERIENCE

#### Process Server II

ELITE PROCESS SERVERS INC - August 2013 – 2019

- Elite Process Services is a firm that provides a comprehensive array of services to satisfy file management and customers.
- Provided accurate, timely service of process and other essential services to the legal community, as the primary process representative for nine counties.
- Key Contributions Key process service representative for nine North East Wisconsin counties.
- Responsible for the distribution of critical legal documents for a multitude of legal entities.
- Performed an array of administrative duties, from scheduling of assets, filing of legal documents, and the management of process data.
- Provided customer service support to our legal customers by issuing managed expenses associated with remote service tasks.
- Insured the consistent delivery of results to our customers by providing consistent follow up with both our legal partners and the intended document recipients.

#### Process Server II

Self Employed - 2011 – 2013

- Handling and serving legal documents, such as Eviction Notices, Summons, & Subpoenas.
- Investigate to find the residents and/or employment of the listed person/persons.
- Have worked with several lawyers, businesses, and individuals while working here.
- I have built a positive reputation for myself while working this business.
- Have worked for companies/ businesses such as A+ Rentals, McCormicks Furniture Store, George Partains Law Office, and many many more.
- There are references available.
- Skills Used Searching Locations, Investigating Individuals, Typing and Professionalism..

## SCHOLASTICS

- High School