

# Robert Smith

## Process Server/Consultant

### PERSONAL STATEMENT

To find a position that will put forth strong organizational abilities and strong work habits. very outgoing and hardworking, Have experience answering phones and working with various computer programs and money handling.

### WORK EXPERIENCE

#### **Process Server/Consultant**

**ABC Corporation - October 2001 - October 2005**

##### *Responsibilities:*

- Responsible for meeting deadlines, while traveling, and serving and other legal documents issued by the courts.
- Ability to produce consistently accurate work even while under pressure.
- Utilized customer service skills to communicate, and interact with defendants, clients.
- Ability to produce consistently accurate work even while under pressure.
- Serve legal documents; consult with tenants, providing excellent customer service in potentially hostile environments.
- Coordinate all distribution of serves, perform skip tracing, court filings, stakeouts and in some cases surveillance.
- The service of process is delivering legal documents to an individual or entity.

#### **Process Server/Consultant**

**Dynamic Delivery - 1997 - 2001**

##### *Responsibilities:*

- Deliver Civil/Financial Warrants and explain the court dates and documents being served.
- Also serving Divorce, eviction and foreclosure documents.
- Customer service experience.
- Through the documents are generally unexpected bad news, being able to diffuse hostile situations and express a genuine care and concern for each defendant created a much safer work environment.
- Skills Used Customer relations, organizational skills, working without supervision, meeting deadlines, job accuracy, general understanding of court procedures involving due process.
- Email and phone etiquette.
- Microsoft word, prompt and reliable, responsibility for workmanship..

### Education

Diploma

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Powerpoint,  
Mathematics, Computer  
Hardware, Typing 50  
Wpm, Communication  
Skills, Team Building,  
Team Leadership,  
Teamwork.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)