

ROBERT SMITH

Asst. Process Server

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A motivated, hardworking individual with skill sets in many different areas. Willing to go the extra distance to finish a task, while also being capable of managing a task as well as completing the tasks. Work well with customers while maintaining professional customer service skills at the same time.

EXPERIENCE

Asst. Process Server

ABC Corporation - MARCH 2007 - JANUARY 2014

- Conduct criminal searches for clients who need criminal or civil court records of individuals applying for jobs.
- Bill clients and keep records of transactions using Quickbooks and Microsoft Excel.
- File and issue court documents complaints, and wage garnishments.
- Serve legal documents to individuals at their place of employment or home addresses.
- Answer phone calls, type legal templates using Microsoft word, read and reply to emails using Microsoft Outlook.
- Serve legal documents to Agents or Defendants and complete necessary documents using State of Michigan court document forms.
- Ability to produce consistently accurate work even while under pressure.

Asst. Process Server

M & S PROCESS SERVERS LLC - 2004 - 2007

- Delivered summons and legal documents to businesses and residential properties.
- Data entry, submitting information obtained at time of service.
- Skills Used Verified and logged in deadlines for responding to daily inquiries.
- Identified and resolved system and account issues.
- 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..

EDUCATION

- BS



SKILLS

Records Management, Administration, Paralegal.