

ROBERT SMITH

Process Server/Supervisor

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Creative a Process Server with numerous experience serving court orders and processes, such as summonses and dedicated and focused professional that has experience working with equipment maintenance and team supervision that management and manufacturing experience.

APRIL 1982 - 2019

PROCESS SERVER/SUPERVISOR - ABC CORPORATION

- References and current companies are available upon request.
- Court Appointed Private Process Server Serve court orders and processes, such as summonses and subpoenas.
- Receive papers to be served from the magistrate, court clerk, or attorney.
- Locate person to be served, using telephone directories, and records, or public utility records, and the internet.
- Deliver general messages and documents between courts and attorneys.
- Ability to produce consistently accurate work even while under pressure.
- Serve legal documents; consult with tenants, providing excellent customer service in potentially hostile environments.

1979 - 1982

PROCESS SERVER/SUPERVISOR - ABC CORPORATION

- Serve court orders and processes, such as summonses and subpoenas.
- Record all information pertaining to a serve including time, date, and physical description.
- File and receive papers from county clerks office.
- Complete and return affidavits.
- Maintain a spreadsheet database with defendant information.
- Invoice clients for services rendered.
- Create and submit reports regarding processes served..

EDUCATION

Diploma

SKILLS

Wordperfect, Typing 50 Wpm, Communication Skills, Team Building, Team Leadership,

Teamwork, Customer Service, Access, Excel.