

ROBERT SMITH

Process Server/Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Enjoys a challenge and is enthusiastic about meeting and exceeding customer and company expectations. Accustomed to working in fast-paced environments; flexible and adaptable. Proven ability to respond to problems and emergencies in a calm, organized and effective manner.

CORE COMPETENCIES

Computer, Excel, Word Processing, Organizational, Self Motivated, Customer Service, Cashier, Ledgers.

PROFESSIONAL EXPERIENCE

Process Server/Representative JACO Civil Process - 2014 – 2019

Key Deliverables:

- Locates and researches a whereabouts for a Certified Court Officer.
- Works independently while hand-delivering court case-related documents to a defendant or others involved in a court case.
- Handles all court documents and client information confidentially and professionally.
- Maintains detailed reports records of the time and place of delivery to the defendant.
- Assists in the preparation of state garnishments filings.
- Answers various questions with enthusiasm and confidence.
- Responsible for providing assistance to patrons in an emergency or evacuation.

Process Server/Representative ABC Corporation - 2011 – 2014

Key Deliverables:

- This was a contract job.
- Served court papers to individuals and Garnishments to businesses.
- Lots of detective work finding where people lived or worked.
- Overcame obstacles such as fear of mad people.
- Found a lot of people who had changed addresses, employment and even names! Skills Used Skip searching, lots of computer searching, Customer service, had to serve papers to people who were upset but tried to keep them calm at the same time.
- Detective work..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

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