

Adam Boss

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Professional Profile

- ❖ Strong organizational, problem solving, multi-tasking and time management skills
- ❖ Dedicated to maintain high standards and providing excellent customer service
- ❖ Effective communication and interpersonal skills
- ❖ Proven ability to work independently and as part of a team
- ❖ Committed to Excellent Service and Customer Satisfaction

Experience

Ikon (Morgan Stanley)

Office Services Clerk / Messenger

02/2001 – Present

- ❖ Sort, process and distribute all incoming and outgoing mail and express (UPS, FEDEX & DHL) packages
- ❖ Enter tracking information into a computer database
- ❖ Answer and distribute incoming calls
- ❖ Process reservations by phone and email
- ❖ Assist clients with copying and binding investment documents
- ❖ During fire evacuations, assist disabled employees
- ❖ Assist clients with conference room set ups, cleaning and requests
- ❖ Assist with records management and filing
- ❖ Reply to interoffice phone and email requests
- ❖ Assist with daily bank deposit and office runs
- ❖ Order, stock and maintain daily tickets, office and kitchen supplies

Ancel, Glink, Diamond, Bush, Dicianni & Krafthefer

Mailroom Clerk / Messenger

03/1999 – 02/2001

- ❖ Assisted secretaries with copying and binding legal documents
- ❖ Filed and hand delivered legal court documents
- ❖ Sorted, processed and delivered all incoming and outgoing mail and express mail packages
- ❖ Assisted with daily bank and office runs
- ❖ Ordered and stocked office and kitchen supplies

Education

Truman College
General courses

07/2007 – 05/2009

References furnished on request