

# Adam Boss

1 E. Threshing Blvd  
Chicago, IL 12345

(312) 555-1212  
aboss@anymail.com

## Objective

Seeking a position as a Administrative Support Clerk

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## Summary of Qualifications

- Self motivated. Goal Oriented and Persistent
  - Successful in Mastering Skills Through Hands on Experience
  - Dependable, Quick Learner. Willing to Get Involved
  - Committed to Excellent Service and Customer Satisfaction
  - Efficient with use of Microsoft Office Suite
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## Experience

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### Ikon (Morgan Stanley)

Chicago, IL

➤ Office Services Clerk / Messenger

September 2009 – Present

Responsibilities include but not limited to sorting, processing and distributing all incoming and outgoing mail and express (UPS, FEDEX & DHL) packages. Entering tracking information into a computer database. Answering and distributing incoming calls. Processing reservations by phone and email. Assisting client with copying and binding investment documents. During fire evacuations assist disabled employees. Assisting client with conference room set ups, cleaning and requests. Assist with records management & filing. Replying to interoffice phone and email requests. Delivering hand deliveries and pickups. Assisting with daily bank deposit and office runs. Ordering, stocking and maintaining daily ticket, office and kitchen supplies.

### Oce (Morgan Stanley)

Chicago, IL

➤ Office Services Clerk / Messenger

February 2001 – September 2009

Responsibilities include but not limited to sorting, processing and distributing all incoming and outgoing mail and express (UPS, FEDEX & DHL) packages. Entering tracking information into a computer database. Answering and distributing incoming calls. Processing reservations by phone and email. Assisting client with copying and binding investment documents. During fire evacuations assist disabled employees. Assisting client with conference room set ups, cleaning and requests. Assist with records management & filing. Replying to interoffice phone and email requests. Delivering hand deliveries and pickups. Assisting with daily bank deposit and office runs. Ordering, stocking and maintaining daily ticket, office and kitchen supplies.

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## **Ancel, Glink, Diamond, Bush, Dicianni & Krafthefer**

**Chicago, IL**

➤ **Mailroom Clerk / Messenger**

**March 1999 - February 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.

## **Johnson & Bell**

**Chicago, IL**

➤ **Mailroom Clerk / Messenger**

**September 1996 – March 1999**

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.

## **Record Copy Services**

**Chicago, IL**

➤ **Messenger**

**March 1996 – September 1996**

Sorted and delivered mail to various companies throughout Chicago's downtown area. Assisted clients with packaging and delivery needs. Filed and delivered court documents. Prepared letters to be sealed and mailed. Communicated with office using two way radios for pickups.

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## **Education**

**Jones Metropolitan High School of Business & Commerce**

**Chicago, IL**

➤ **Diploma**      **Majored in Marketing and Accounting**

**August 1995**