Brian Kowalski

Courier

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Summary

Courier with 2 years of same-day delivery experience for law firms, title companies and medical offices in Philadelphia. Handles court filings and sealed documents with a signed chain of custody, works from a smartphone dispatch app, and tracks mileage and runs in Microsoft Excel. Keeps a safe driving record and gives punctual, careful customer service.

Experience

Courier

08/2024 - Present

Liberty Bell Legal Couriers Philadelphia, PA

Same-day courier service for 70 law firms and title agencies in Center City and the suburbs.

- Complete **25-30** same-day runs a day by car, including filings at the county courthouse before deadlines.
- Maintain chain of custody for sealed legal documents, with zero lost or misdelivered items in 2 years.
- Manage jobs on a smartphone dispatch app and capture photo proof of delivery at each stop.
- Track daily mileage and run counts in Microsoft Excel for weekly billing, matching dispatch records every week.
- Coordinate rush pickups with dispatch and GPS navigation, finishing 95% of 1-hour rush orders on time.

Bike Courier

04/2023 - 07/2024

Rittenhouse Rapid Delivery Philadelphia, PA

Downtown bike courier for offices and restaurants.

- Delivered 40+ envelopes and small parcels a day across a 4-square-mile downtown zone.
- Navigated one-way streets and building security desks while meeting a 45-minute delivery window.
- Logged signatures and drop times in the company app for every package.

Education

High School Diploma

06/2021

Northeast High School Philadelphia, PA

Skills

- Customer Service
- Chain of Custody
- Court Filings
- Proof of Delivery
- Smartphone Dispatch App
- Microsoft Excel
- GPS Navigation
- Safe Driving
- Attention to Detail
- Time Management

Certificates

Pennsylvania Class C Driver License, Clean Driving Record

07/2021

PennDOT