



# HARPER LEWIS

Casual Clerk

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www.qwikresume.com

## PROFESSIONAL SUMMARY

Dedicated and detail-oriented Casual Clerk with two years of experience in optimizing mail processing and enhancing customer service. Adept at managing workflows efficiently while maintaining accuracy and compliance with safety protocols. Passionate about contributing my organizational skills to improve operational effectiveness and deliver outstanding service.

## WORK EXPERIENCE

Casual Clerk Feb / 2024-Ongoing  
Seaside Innovations Santa Monica, CA

- 1. Executed multiple sortations of outgoing and incoming mail using established protocols.
- 2. Monitored machine performance, resolving jams promptly and coordinating maintenance as needed.
- 3. Prepared and organized the work area with all necessary materials to ensure smooth operations.
- 4. Sorted mail accurately for 28 mail carriers, adhering to strict deadlines.
- 5. Maintained safety standards while handling mail and operating equipment.
- 6. Processed and sorted mail for the local Postal Branch, ensuring timely delivery.
- 7. Collaborated effectively with team members to enhance overall mail handling efficiency.

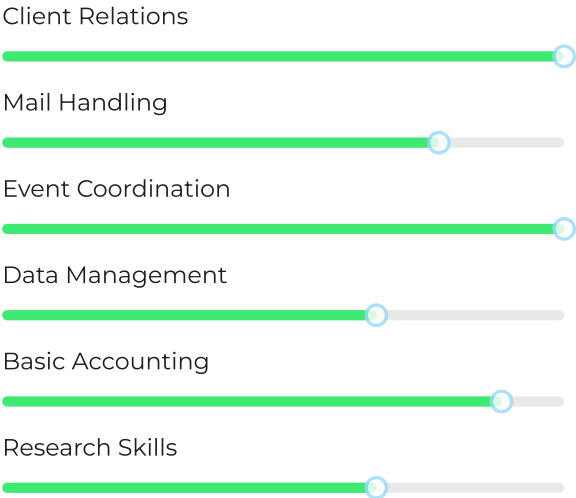
Casual Clerk Feb / 2023-Feb / 2024  
Silver Lake Enterprises Seattle, WA

- 1. Organized and sorted bulk mail to facilitate efficient delivery by mail carriers.
- 2. Managed the receipt and dispatch of outgoing mail, ensuring accuracy and timeliness.
- 3. Operated within the Business Mail Entry Unit, handling large volumes of business mail.
- 4. Directed outgoing mail to the appropriate carriers at the start of their delivery routes.
- 5. Sorted parcels and ensured proper storage of all mail-handling equipment.
- 6. Monitored the return of postal vehicles and logged undeliverable mail accurately.

## EDUCATION

Associate of Arts in Business Feb / 2022-Feb / 2023  
City College Santa Monica, CA  
Focused on business administration and customer service principles.

## SKILLS



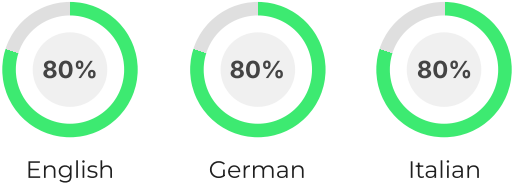
## INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

## STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

## LANGUAGES



## ACHIEVEMENTS

- Achieved a 98% accuracy rate in sorting and delivering mail.
- Reduced mail processing time by 15% through effective organization.