

ROBERT SMITH

Holiday Clerk Assistant

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

SUMMARY

Have over twenty years of customer service experience in various industries. Worked flexible schedules including nights, weekends, and holidays. Also worked alone and in an electronic team environment.

CORE COMPETENCIES

National Honor Society of Leadership and Success, Vice President of View Point Group, Typing 69 wpm.

PROFESSIONAL EXPERIENCE

Holiday Clerk Assistant

United States Postal Service - November 2016 – May 2017

Key Deliverables:

- Separating parcels according to route Scanning parcels, letters, and trucks.
- Keeping track of certified mail.
- Writing up Accountable Writing up Registered mail.
- Having shipments ready for the trucks when they arrive.
- Maintaining a clean and neat working environment.
- Traveling to other Post Offices to help out when needed.
- Locking up accountable at the end of shift.

Holiday Clerk Assistant

Delta Corporation - 2014 – 2016

Key Deliverables:

- Unloaded/loaded trucks, separated packages and mail, scanned packages for delivery routes, assisted rural and city carriers w/daily prep Enabled U.S.
- to maintain their reputation for fast & reliable service Note Please contact Juan at 863-802-2038.
- Organizing and distributing mail in their corresponding P.O Box; mailing process task such as preparing work area, loading mail onto automated .
- Accepting and delivery packages and mail; distribute and scan incoming and outgoing mail at the post office station.
- Maintains appearance of the store by arranging displays.
- A variety of sales and customer services; maintains appearance of store, conducts product inventories by counting items on hand; attaches and removes .
- December 2015 Effortlessly lifted boxes weighing from 0 to 70 pounds Utilized extreme attention to detail while verifying mail transportation Built a .

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Medical Assistant Program - 2009(Kaplan Career Institute - Detroit, MI)