

ROBERT SMITH

Holiday Clerk Assistant

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SUMMARY

Seeking a challenging full-time position that will enable utilizing skills. Multi-tasking and attention to detailed. Committed to delivering high-quality results with little supervision. Team player who works well with others.

SKILLS

Microsoft Office Proficiency, Excel, PowerPoint, Outlook, Word Perfect, Travel Management, Timekeeper, Scanning, Xeroxing, Proofreader, Mail Management.

WORK EXPERIENCE

Holiday Clerk Assistant

ABC Corporation - December 2015 – January 2016

- Distributed and scanned over 1,000+ incoming parcels daily.
- Performed any variety of mail processing tasks such as preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow, and culling out non-processable items.
- Stacking up all containers, trays and wrapping them for next day use.
- Picked up mail from outside blue mailboxes three times a day daily.
- Scheduled passport appointments to citizens on a first-come, first-served basis over the telephone to include walk-ins; providing passport information and answering telephone inquiries.
- Picked up and delivered accountable mail such as registered and certified mail from carriers.
- Logged information in accountable correspondence book.

Holiday Clerk Assistant

Delta Corporation - 2012 – 2015

- Worked as a Sorter for the parcels and operated various types of scanners and heavy equipment while maintaining strict safety measures, etc.
- Performs a variety of distribution, and sales and customer support duties for postal products and services.
- and services, accepting and delivering packages and mail.
- mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.
- Sorted parcels, consisting of scanning and distributing parcels to carrier routes.
- Occasionally handled customers in person and over the phone, including the handling of postage due.
- check and scan mail and packages , sort them.

SCHOLASTICS

- Certificate in Security Officer - 2015(Main Line Protective Services - Upper Marlboro, MD)