

# ROBERT SMITH

## Holiday Clerk Assistant

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Objective is to obtain a position as a member of your team that utilizes skills, work ethic, achievements, and no-nonsense negotiating abilities.

## EXPERIENCE

### Holiday Clerk Assistant

#### ABC Corporation - NOVEMBER 2015 - DECEMBER 2015

- Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
- Provides sales and customer service support by greeting customers, offering assistance with product selection, and use of self-service kiosks.
- Maintains appearance of the store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
- Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage.
- Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
- Distributes and scans incoming and outgoing mail at a post office, branch, or station.
- Performs 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.

### Holiday Clerk Assistant

#### Delta Corporation - 2013 - 2015

- Moved packages weighing up to 70 pounds to designated delivery routes.
- Assisted window clerks in package pick up.
- Provided excellent customer service Worked closely with teammates to achieve predetermined goals.
- Assist Guest in the lobby for hold mail pick ups or minor inquiries, collect mail at designated times for dispatch, scan and sort mail, distribute .
- Boxes ( mainly packages and sequence mail)keep scan record logs,answer phones,fast paced environment,pull undeliverable mail,make copys of labels, .
- I helped the mail flow dramatically increase as to sorting and

processing for incoming and outgoing mail.

- Distributes and scans incoming and outgoing mail Performs any variety of sales and customer services at a retail window or lobby Conducts product .

## **EDUCATION**

- Unfinished - (Lanier Technical College)

## **SKILLS**

CPR Certified, First Aid, Microsoft Office, Certified Substitute Teacher, Organized, Team Player, Leadership .