

Holiday Clerk Assistant

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,
Alabama

Objective

Results-oriented, good team player with strong problem solving and time management skills seeking a position in an organization with a diverse population. Proficient in evaluating individuals and developing effective solutions for challenging behaviors.

Skills

Computer Hardware, Microsoft Windows, Quick Learner, Team Player, Friendly, Works Well Independently, Exceptional Communication, Problem-solving, Organizational, Typing.

Work Experience

Holiday Clerk Assistant

ABC Corporation - November 2015 – December 2015

- Separate Packages for proper and timely delivery.
- Performed a variety of mail processing tasks to include removing mail from bins and placing it into trays or containers, monitor mail flow, and scan.
- Hired for 6 weeks for the holidays to process mail for delivery.
- Fast-paced atmosphere with attention to detail to ensure mail is sorted for holiday delivery.
- Handle mail and parcels, load and unload trailers.
- Distributes and scans incoming and outgoing mail at post office branch or station.
- Distributes and scans incoming and outgoing mail at a post office, branch, or station.

Holiday Clerk Assistant

Delta Corporation - 2012 – 2015

- Separate Packages for proper and timely delivery.
- Skills Used Organizational Skills.
- Performed variety of mail processing tasks to include removing mail from bins and placing into trays or containers, monitor mail flow and scan .
- Hired for 6 weeks for the holidays to process mail for delivery.
- Skills Used Fast paced atmosphere with attention to detail to ensure mail is sorted for holiday delivery.
- To handle mail and parcels, load and unload trailers Accomplishments I was a hard worker and always finished all my work Skills Used Memory.
- Distributes and scans incoming and outgoing mail at post office branch or station Sorting, moving, organizing, and loading mail before it ends up .

Education

Diploma - (University of Columbia Washington, DC)