

ROBERT SMITH

Holiday Clerk Assistant

info@qwikresume.com | <https://Qwikresume.com>

Recognize as a detailed-oriented, highly organized, and self-motivated team player, offering progressive experience in salesperson position. Capable of completing a variety of projects with accuracy, and efficiency in a fast-paced environment.

OCTOBER 2015 - DECEMBER 2015

HOLIDAY CLERK ASSISTANT - ABC CORPORATION

- Distributed incoming letter and parcel mail to the appropriate city carrier routes.
- Organized, opened, sorted the incoming/outgoing parcels as well as Certified and Accountable Mail.
- Maintained cleanliness of the Post Office work floor area.
- Distributed bulk newspaper and magazine mail to city carrier routes.
- Recycled and removed returned undistributed presorted standard bulk mail from the carriers.
- Sorted returned First Class Mail to letter distribution to be redistributed.
- Answered telephone calls from postal customers.

2010 - 2015

HOLIDAY CLERK ASSISTANT - DELTA CORPORATION

- Duties, Accomplishments and Related Skills My duties included but not to limited to performing a variety of mail processing tasks such as, preparing .
- Supervisor Lisa C.
- Okay to contact this Supervisor Yes.
- Duties, Accomplishments and Related Skills My duties included but not to limited to performing a variety of mail processing tasks such as, preparing .
- Okay to contact this Supervisor Yes.
- Sort and scan mail place in correct containers to be picked up and delivered by carriers.
- Sort and handle mail , retrieve packages.

EDUCATION

Bachelor of Arts in Political Science - (University of Maryland - Baltimore, MD)

SKILLS

Ability To Work Effectively And Diligently In Team-based.