

# Robert Smith

## *Holiday Clerk Assistant*

### PERSONAL STATEMENT

Transitioning Navy service member with 17 years of medical experience who provides mentorship, leadership, and supervision of 25 staff members in the last 3 years. Current Practical Nursing Licensure (LPN) in good standing for the state of California. Aiming to leverage my experience and knowledge to effectively fill any position.

### WORK EXPERIENCE

#### *Holiday Clerk Assistant*

**ABC Corporation - November 2015 - December 2015**

##### *Responsibilities:*

- Responsible for distributing and scanning incoming and outgoing mail at a post office, branch or station.
- Responsible for performing 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, and monitoring mail flow.
- Perform additional duties as assigned including but not limited to maintaining records of mail; making emergency carrier relays, labeling and tying out mail for dispatch, and other related duties for distribution.
- Made sure that work was done in a timely manner, and made sure that all work didn't have any delay at the end of each day.
- Scan all incoming mail trucks and parcels.
- Separate all mail and parcels into proper routes.
- Load/unload all trucks of mail and equipment.

#### *Holiday Clerk Assistant*

**Delta Corporation - 2011 - 2015**

##### *Responsibilities:*

- Helped relieve pressure from the clerks by sorting packages and organizing mail into the correct PO boxes.
- This was seasonal work.
- It was a holiday job.
- Process Mail Feed mail into sorter Arrange mail by zip code for delivery.
- Customer service, sorting mail and packages, shipping and receiving mail Accomplishments As a team player I was able to accomplish all the job .
- Skills Used Quick and accurate mail processing, lifting, pushing and pulling mail pallets, positive attitude, being on time to work, responsibility .
- Allied Distribution Set up distribution area, unload and stage mail, mail preparation, pull distribution cases, presort mail, spread mail, store .

### Education

Associates in General Studies - (University of Phoenix)

### CONTACT DETAILS

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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Computer, Customer Service, Leadership, Military.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

