

Robert Smith

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Address: 1737 Marshville Road, Alabama

Holiday Clerk Assistant

SUMMARY

Looking to utilize experience by seeking a challenging position that will enhance leadership, technology, and procurement skills as well as opportunities for professional growth.

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Access, SharePoint.

WORK EXPERIENCE

Holiday Clerk Assistant

United States Postal Service - November 2015 – May 2018

- 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-process items.
- Prepare mail to go out and place mail in PO Boxes.
- Scan Packages and Deliver to shelves.

Holiday Clerk Assistant

Delta Corporation - 2010 – 2015

- Sort, scan, and separate mail and parcels.
- Prepare mail to go out and place mail in PO Boxes.
- Help out at the window with picking up and dropping off mail.
- Also answer all inquiries as needed.
- Sorting mail and parcels for delivery.
- 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.

EDUCATION

Associate's in Pending - (College of Southern Maryland - Pomfret, MD)