

ROBERT SMITH

Mail Handler

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PROFESSIONAL SUMMARY

Dedicated Mail Handler with a strong background in logistics and mail processing. Skilled in operating sorting machines and maintaining inventory accuracy. Excellent physical stamina and ability to work in fast-paced environments. Committed to upholding postal regulations and ensuring timely delivery of mail and packages.

WORK EXPERIENCE

Mail Handler 📅 Feb / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- Efficiently sorted and processed incoming mail to ensure timely delivery.
- Operated mail processing machinery while adhering to safety standards.
- Managed the loading and unloading of mail trucks, ensuring secure transport.
- Monitored mail flow and identified any discrepancies for quick resolution.
- Maintained a clean and organized work environment to enhance operational efficiency.
- Collaborated with team members to meet dispatch deadlines.
- Trained new hires on mail handling techniques and safety practices.

Mail Handler 📅 Feb / 2023-Feb / 2024
Lakeside Apparel Co 📍 Chicago, IL

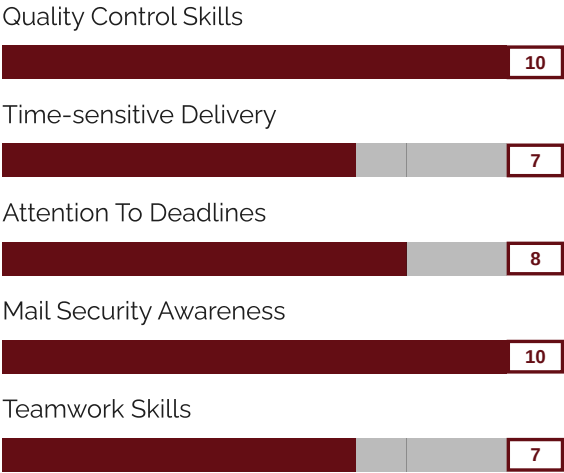
- Conducted regular checks on sorting equipment to ensure optimal performance.
- Utilized forklifts and tuggers for efficient loading and unloading of mail.
- Communicated effectively with supervisors and team members via radio.
- Executed mail cancellation processes with precision to prevent errors.
- Documented mail movements and updated inventory records accurately.
- Participated in safety drills and training sessions to enhance workplace safety.
- Efficiently sorted and processed over 1,000 mail items daily, ensuring timely delivery and accuracy.

EDUCATION

High School Diploma 📅 Feb / 2022-Feb / 2023
Lincoln High School 📍 Santa Monica, CA

Completed coursework focused on communication, math, and logistics.





SKILLS



INTERESTS

-  Gaming
-  Fashion
-  Film
-  Technology

STRENGTHS

-  Fairness
-  Flexibility
-  Forward-thinking
-  Gratitude

LANGUAGES



ACHIEVEMENTS

- ★ Achieved a 98% accuracy rate in mail sorting operations.
- ★ Trained 5 new team members on mail handling procedures and safety protocols.
- ★ Reduced mail processing time by 15% during high-volume periods.