



AVA DAVIS

Mail Sorter

support@qwikresume.com (123) 456 7899 Los Angeles www.qwikresume.com

PROFESSIONAL SUMMARY

With 2 years of experience as a mail sorter, I excel in efficiently organizing and processing mail, ensuring timely and accurate deliveries. My expertise in utilizing sorting equipment and attention to detail enhances operational efficiency. I am eager to contribute to a dynamic team, dedicated to maintaining high service standards.

WORK EXPERIENCE

Mail Sorter

Pineapple Enterprises

Feb / 2024-Ongoing

Santa Monica, CA

- 1. Efficiently sorted and organized incoming and outgoing mail, ensuring accurate delivery.
- 2. Utilized sorting machinery to streamline the mail processing workflow.
- 3. Monitored sorting equipment for optimal performance and performed minor maintenance as needed.
- 4. Collaborated with team members to maintain a productive work environment.
- 5. Maintained cleanliness and organization of the sorting area.
- 6. Prepared outgoing mail for distribution and ensured compliance with postal regulations.
- 7. Achieved a 98% accuracy rate in sorting mail, reducing misdelivery incidents by 30%.

Mail Sorter

Lakeside Apparel Co

Feb / 2023-Feb / 2024

Chicago, IL

- 1. Sorted mail into designated bins for accurate routing to carriers.
- 2. Ensured that all mail items had correct address information prior to dispatch.
- 3. Operated hand lifts and other equipment for efficient mail handling.
- 4. Provided training and support to new team members on sorting techniques.
- 5. Utilized strong observational skills to identify and resolve sorting discrepancies.
- 6. Applied reading and math skills for accurate mail processing.
- 7. Monitored and reported on mail volume trends, assisting in resource allocation and staffing decisions.
- 8. Utilized sorting machines effectively, achieving a 99% operational uptime and minimizing delays.

EDUCATION

High School Diploma

Lincoln High School

Feb / 2022-Feb / 2023

Denver, CO

Completed coursework in mathematics and communication, enhancing skills relevant to mail sorting.

SKILLS

Mail Sorting Techniques



Critical Thinking



Record Management



Work Ethic



Attention To Safety



INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

Fairness

Flexibility

Forward-thinking

Gratitude

LANGUAGES



English



Russian



Polish

ACHIEVEMENTS

Achieved a 98% accuracy rate in mail sorting.

Reduced mail processing time by 15% through efficient organization.

Trained 5 new employees in mail sorting procedures.