

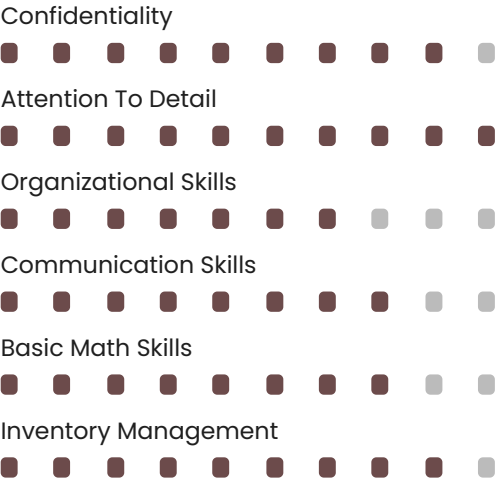


ISABELLA CLARK

Mailroom Supervisor – Mailroom Assistant

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SKILLS



INTERESTS

DIY Projects Crafting
Meditation History

STRENGTHS

Humility Innovation
Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Improved mail sorting efficiency by 30% through process redesign.
- Successfully managed the delivery of over 1,000 packages weekly with a 99% on-time rate.

PROFESSIONAL SUMMARY

Accomplished Mailroom Supervisor with 7 years of experience overseeing mail operations, enhancing workflow, and ensuring timely deliveries. Proven ability to lead teams, optimize processes, and maintain high service standards. Committed to fostering a productive environment that prioritizes efficiency and customer satisfaction.

WORK EXPERIENCE

- Mailroom Supervisor – Mailroom Assistant** May / 2020–Ongoing
Quantum Solutions LLC Phoenix, AZ
- Oversaw daily mailroom operations, ensuring efficient sorting, distribution, and delivery of packages.
 - Managed a team of mailroom assistants, fostering a collaborative and productive work environment.
 - Implemented workflow improvements that increased mail processing speed and accuracy.
 - Maintained inventory of mailroom supplies, ensuring availability and cost-effectiveness.
 - Trained new staff on mailroom protocols and equipment operation.
 - Developed and maintained relationships with internal departments to facilitate smooth mail operations.
 - Monitored mailroom performance metrics and reported on operational effectiveness.

- Mailroom Assistant** May / 2018–May / 2020
Summit Peak Industries Denver, CO
- Coordinated daily mail collection and distribution across multiple departments.
 - Maintained organization of incoming and outgoing mail to ensure timely processing.
 - Utilized computer systems for tracking and logging mail transactions.
 - Assisted in the implementation of new mailroom technologies and processes.
 - Supported the administration by providing timely reports on mailroom operations.
 - Ensured compliance with safety and confidentiality standards in handling sensitive documents.

EDUCATION

- Associate of Applied Science in Business Administration** May / 2016 – May / 2018
Springfield Community College Denver, CO
- Focused on operational management and administrative processes.