



JACKSON TURNER

Mailroom Clerk

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Mail Processing Software Expertise



Postal Regulations



Routing Mail



Office Equipment Use



Multi-tasking



Mail Tracking



🏹 INTERESTS

- ★ Surfing
- 🌐 Martial Arts
- 👥 Community Service
- 📝 Blogging

👊 STRENGTHS

- ⌚ Patience
- 🏔️ Perseverance
- 📅 Planning
- ⚙️ Positivity

🗣️ LANGUAGES



🏆 ACHIEVEMENTS

- ★ Streamlined mail sorting processes, reducing delivery time by 15%.
- ★ Achieved 100% accuracy in mail distribution for six consecutive months.

👤 PROFESSIONAL SUMMARY

Detail-oriented Mailroom Clerk with over 3 years of experience in managing incoming and outgoing mail, ensuring timely delivery and accurate sorting. Proficient in using mail processing equipment and maintaining organized records. Strong communication skills and a commitment to providing excellent customer service in fast-paced environments.

💻 WORK EXPERIENCE

Mailroom Clerk

📅 Mar / 2024-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Received and sorted incoming mail from USPS and other carriers efficiently.
2. Delivered mail throughout the facility, ensuring timely distribution to all departments.
3. Managed outgoing mail and packages, coordinating with USPS, FedEx, and UPS.
4. Calculated postage for outgoing items, ensuring compliance with shipping standards.
5. Coordinated with courier services for package deliveries and pickups.
6. Organized and replenished mailroom supplies, maintaining an efficient workspace.
7. Assisted in preparing priority mail with appropriate documentation and tracking.

Mailroom Clerk

📅 Mar / 2023-Mar / 2024

Summit Peak Industries

📍 Denver, CO

1. Utilized UPS software for processing both local and international packages.
2. Coordinated the delivery of incoming packages from various carriers, ensuring prompt distribution.
3. Conducted timely pickups and deliveries of mail and parcels, minimizing delays.
4. Covered receptionist duties during breaks, maintaining a professional front desk presence.
5. Distributed inter-office mail efficiently, supporting communication between departments.
6. Operated and maintained postage machines to ensure smooth mail processing.

🎓 EDUCATION

Associate of Arts in Business Administration

📅 Mar / 2022 - Mar / 2023

Springfield Community College

📍 Portland, OR

Studied foundational business concepts, including operations management and customer service.