

INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS









LANGUAGES





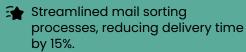


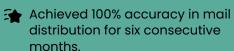
English

Russian

Dutch

ACHIEVEMENTS





JACKSON TURNER

Mailroom Clerk

www.qwikresume.com

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

F 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
- 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

耳 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 2023

Springfield Community College

耳 Portland, OR

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