

Mailroom Manager

ROBERT SMITH

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Objective

To obtain a challenging Mailroom Manager position related to my administrative field of study that would allow me to contribute my wide range of knowledge, experience, and charisma to the growth of the company.

Skills

Data Entry, Microsoft Office, Administrative Skills.

Work Experience

Mailroom Manager

ABC Corporation - 2000 - 2006

- Supervised and responsible for 3 Direct reports.
- Supervised mailroom, ensuring all incoming mail (USPS, messenger overnight couriers) was distributed to clients and all outgoing mail was processed and ready for outgoing delivery.
- Responsible for shipping garments internationally with a working knowledge of customs and its practices.
- Coordinated all internal and external messenger pickups and deliveries.
- Assisted with special projects and errands designated by VPs including preparation of presentation materials.
- Oversaw conference room booking for internal and external client meetings and provided logistical support for meeting needs including catering, equipment, conference materials, and handouts.
- Liaised between shippers and clients to execute orders requiring expert management.

Mailroom Manager

Delta Corporation - 2008 - 2010

- Oversaw mailroom operations including inventory and product fulfillment.
- Updated mailing lists Upkeep of office.
- Supervised and assisted contractors with building systems.
- Separated and distributed tax documents to Work At Home Moms for processing.
- Performed shipping and receiving for all the ministries and minor repairs on copiers.
- Handled items for distribution to a segment of or all of the client employees, affiliates, dealers, etc.
- Provided minor maintenance of photocopy machines such as solving paper jams, placing service calls, and routine cleanings.

Education

Certificate In Facilities Management - 2013(Baruch College New York - New York, NY)