

ROBERT SMITH

Mailroom Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly organized, detail-oriented, and dedicated Mailroom Manager professional with extensive experience and a positive attitude. Able to leverage key skills and competencies to consistently meet or exceed all goals and objectives. Personable and energetic professional with a solid commitment to carrying out tasks accurately, quickly, efficiently, and safely.

CORE COMPETENCIES

Customer Service, Usps, Organizational Skills.

PROFESSIONAL EXPERIENCE

Mailroom Manager

ABC Corporation - August 2006 – February 2009

Key Deliverables:

- Supervised employees with the pick-up and delivery of mail for this facility.
- Processed account statements and payments for mail delivered to 140 departments monthly.
- Trained employees on the proper use of the machines.
- Assisted the College of Charleston with effective budget cost procedures for the mailroom.
- Completed annual budget projections for the College of Charleston.
- Responsible for directing and completing all mailroom functions, including the sorting and delivery of incoming student mail and packages, shipping.
- Oversaw and executed all aspects of the mailroom.

Mailroom Manager

Delta Corporation - 2011 – 2013

Key Deliverables:

- Staff supervisor of the shipping department and mailroom.
- Performed general clerical functions including filing and operation of office equipment.
- Performed Online transferring via FTP.
- Tracked the location of all employees in the US, abroad, and those serving on the ships.
- Handled bulk mailings, individual packages, and crew mail when the ships were in port.
- Completed monthly petty cash reports.
- Organized and distributed supplies to client employees as detailed in job requests.

EDUCATION

- High School Diploma - 1993(Los Angeles City College - Los Angeles, CA)