

ROBERT SMITH

Mailroom Manager

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SUMMARY

Seeking a Mailroom Manager position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

SKILLS

Strong Organization, Prioritization, and Time-Management Skills.

WORK EXPERIENCE

Mailroom Manager

ABC Corporation - April 2014 – September 2015

- Collaborated with workers and managers to solve work-related problems.
- Reviewed work throughout the work process and at completion to ensure that it has been performed properly.
- Resolved personnel problems, complaints, or formal grievances when possible, or refer them to higher-level supervisors for resolution.
- Designated employees or departments of items loaded or problems encountered.
- Counseled employees in work-related activities, personal growth, or career development.
- Transmitted and explained work orders to laborers.
- Assessed the training needs of staff and arrange for or provide appropriate instruction.

Mailroom Manager

Delta Corporation - 2016 – 2019

- Oversaw the processing of direct mail advertising.
- Trained employees to maintain, setup and operate all mail processing machines, maintain staff.
- Managed and sorted physical mail to appropriate boxes, order and maintain office supplies.
- Processed all customer supplied mail data, including all, presort and postal documentation Manage all scheduling.
- Verified and certified correct insert schedule for every run.
- Prepared nightly productivity reports.
- Performed any other duties relating to the building maintenance and safety coordination, as assigned by the Production Manager or Operations Director.

SCHOLASTICS

- High School Diploma - (Potomac High School - Suitland, MD)