

# ROBERT SMITH

## Mailroom Manager

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

As a Mailroom Manager, responsible for providing management responsibility for the office, which includes oversight of the administration, operations, facilities, and general administrative functions of the contract.

## EXPERIENCE

### Mailroom Manager

#### News West Publishing - AUGUST 2004 - 2006

- Responsible for product and personnel scheduling.
- Set up fail-safe protocols to ensure proper insertion of preprinted supplements.
- Trained employees to efficiently run and maintain all equipment.
- Performed the same work duties as those supervised or perform more difficult or skilled tasks or assist in their performance.
- Checked specifications of materials loaded or unloaded against information contained in work orders.
- Managed and Scheduled all shipments and modes of transportation for materials. Assisted in planning, organizing, and implementation of mailroom procedures.
- Ensured that goods are dispatched on time to the appropriate destinations and in the expected quantities Supervises inventory, checks.

### 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

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



## **SKILLS**

Mailroom Functions, People Management, OCR.