

Robert Smith

Mailroom Manager

PERSONAL STATEMENT

Experienced and high-performing professional, offering advanced expertise and strong qualifications in mail services, logistics, and mailroom administration. Equipped with a track record of overseeing work to optimize and improve productivity.

WORK EXPERIENCE

Mailroom Manager

ABC Corporation - January 2008 - January 2012

Responsibilities:

- Administered the implementation and improvement of new and/or underachieving Mail and Office Services.
- Oversaw loading dock, inventory management, and messenger services.
- Executed mailroom shipping and the receiving of products and mail from international and domestic locations.
- Ensured delivery accuracy in creating mail runs.
- Utilized skills in managing copy machine light maintenance, ensuring machines were filled and calling for service as necessary; completed copy and binding tasks.
- Exhibited effectiveness in providing confidential and timely distribution of correspondence inside and outside the company.
- Identified and implemented performance improvement strategies.

Mailroom Manager

Delta Corporation - 2014 - 2016

Responsibilities:

- 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

GED

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Data Entry, Decision-Making Skills, Leadership Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)