

Objective

Motivated and highly productive Mailroom Manager professional with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and clients through outstanding interpersonal skills.

Skills

Data Entry, Microsoft Office, Administrative Skills.

Work Experience

Mailroom Manager

ABC Corporation - January 2008 – January 2012

- Managed and Scheduled all shipments and modes of transportation for materials Assist in planning, organizing, and implementation of mailroom procedures.
- Responsible for the daily operations of the mailroom.
- Maintained a record of incoming and outgoing packages and documents.
- Prepared monthly invoices for approximately 40 clients using Filemaker.
- Assumed managerial responsibilities for all customer work performed in the facility.
- Oversaw daily production, handled personnel issues, acted as a Customer Relations Manager for ten customers, handling complaints, and process addition.
- Managed the mailroom including supervising employees, scheduling to ensure quality products while staying under budget.

Mailroom Manager

Delta Corporation - 2014 – 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.

Education

Diploma In Mailroom