

ROBERT SMITH

Mailroom Manager

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As a Mailroom Manager, responsible for Representing TDEC on technical and administrative work matters. Experience in Assisting the Program Manager in planning work assignments and hiring staff.

JANUARY 1990 - JUNE 1997

MAILROOM MANAGER - ABC CORPORATION

- Directed and oversaw mailroom activities including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail.
- Supervised inventory, checked, and reordered items as needed.
- Ensured payroll accuracy by overseeing and correcting all time clock punches.
- Responsible for preparing the payments for bills and invoices.
- Assured that appropriate staffing is available for office operational all times.
- Collaborated with the IT Production manager and prepared monthly staff meetings to provide feedback and communicate new initiatives and policy changes.
- Authorized the hiring and termination of staff.

1998 - 2000

MAILROOM MANAGER - DELTA CORPORATION

- 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 photocopier machines such as solving paper jams, placing service calls, and routine cleanings.

EDUCATION

BA In Mailroom

SKILLS

Usps, Customer Service, Organizational Skills.