

# ROBERT SMITH

## Mailroom Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Hardworking, organized, Mailroom Manager professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

### CORE COMPETENCIES

Vendor Relations, Exceptional Project Management, and Problem-Solving Skills.

### PROFESSIONAL EXPERIENCE

#### Mailroom Manager

**ABC Corporation - March 2004 – December 2006**

##### Key Deliverables:

- Worked as part of a team that provided exemplary support to an organization of 800 plus attorneys and paralegals daily via telephone, in-person, and/or email communication in a professional demeanor.
- Handled record-keeping and distribution of numerous facsimiles through the use of RightFax software.
- Successfully delivered mail on time with utmost accuracy.
- Communicated and established positive working relationships with colleagues.
- Resourcefully and efficiently manage complex, international shipping scenarios in accordance with customs compliance.
- Created and maintained procedural manual for mail and messenger services.
- Developed and implemented packaging/distribution strategic planning, capital requirements, budgeting, and action plans.

#### Mailroom Manager

**Delta Corporation - 2007 – 2010**

##### Key Deliverables:

- 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.

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**EDUCATION**

Diploma In Mailroom

