

Robert Smith

Mailroom Manager

PERSONAL STATEMENT

Personable, results-oriented Mailroom Manager professional with proven adaptability in many areas of business. Very organized, eager to contribute, and learn. Demonstrated common sense in a variety of situations.

WORK EXPERIENCE

Mailroom Manager

ABC Corporation - 1997 - 1999

Responsibilities:

- Reviewed Vendor contracts pertaining to office services activity.
- Implemented Policies & Procedures for Mailroom.
- Gathered statistics, check for accuracy of the information, update and print all reports.
- Maintained systems and updated on a weekly basis.
- Generated daily, weekly and monthly metrics on all Mailroom activity.
- Tracked and distributed Payroll checks for three buildings.
- Partnered with operational support departments including Accounting and Client Service to ensure fulfillment deliverables were met.

Mailroom Manager

Delta Corporation - 2001 - 2004

Responsibilities:

- 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

CONTACT DETAILS

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

SKILLS

MS Office, Organizational Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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