

Robert Smith

Mailroom Manager

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SUMMARY

Results-driven, achievement-oriented, and self-directed management Mailroom Manager professional, highly effective diagnosing key issues and solving complex operational problems within multi-agency, mid-tier, and rapidly growing fast-paced machine room environments.

SKILLS

Data Entry, Microsoft Office, Administrative Skills.

WORK EXPERIENCE

Mailroom Manager

The Times News - December 2007 - 2010

- Coordinated functions of packaging, distribution, inserts, and warehouse to assure timely and accurate delivery of complete papers.
- Supervised packaging/distribution staff, and ensure completion of all necessary reports on personnel.
- Operated all packaging and distribution machinery.
- Oversaw the cleanliness and maintenance of mailroom and equipment.
- Oversaw the development of performance goals and standards, monitor and measure department, and individual performance in a timely manner.
- Maintained associate relations with formal and informal performance evaluations, reviews, morale building, and policy education.
- Supervised hopper loaders to efficiently handle jogging and loading of inserts into hoppers.

Mailroom Manager

Delta Corporation - 2011 - 2012

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

EDUCATION

GED - (Durham Technical College evening class)