

ROBERT SMITH

Office Services Associate II

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10+ years of experience as a Mail Clerk: opening and sorting received mail, compiling data into spreadsheets, oversee mail room supply inventory, copy center and bindery Self-motivated with excellent time-management skills High attention to detail with excellent communication skills both verbal and written Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook.

JUNE 2016 - SEPTEMBER 2016

OFFICE SERVICES ASSOCIATE II - ABC CORPORATION

- Ordered canteen supplies.
- Scanned incoming mail and correspondence into filing system.
- Managed electronic documents for various departments.
- Set up conference rooms for meetings.
- Performed scheduled mail runs.
- Responsible for processing of outgoing inter-company mail.
- Handled faxes, copy and binding.

2014 - 2016

OFFICE SERVICES ASSOCIATE - DELTA CORPORATION

- Sorted, delivered and processed incoming and outgoing correspondences, catalogued & distributed messenger packages, provide customer service to staff .
- Education & Proficiencies.
- Assisted with the coordination of special events - Coordinated education programs and customer meetings - Purchased and controlled office supply .
- Processed high volumes of incoming and outgoing mail Delivered mail and packages throughout the client location, following applicable distribution .
- Process the mail on 4 North and 6 South Back up to Intake Associate Processing outbound and inbound client pouches Assist the fax center as needed .
- Process incoming/outgoing mail, deliver packages Cover for Receptionist when out of office.
- Law Firm Environment) Job Responsibilities Process incoming and outgoing mail.

EDUCATION

Bindery and Mailroom Technology - 1998(Coastline Rop - Costa Mesa, CA)

SKILLS

Microsoft Office, Postage Meeter, Office Equipment, Data Entry, Mail Room.