

Robert Smith

Postal Carrier/Representative

CONTACT DETAILS

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PERSONAL STATEMENT

Experienced professional pursuing a career in manufacturing to provide lean production and offer knowledge of the day to day operations. The dedicated and focused professional that has experience working with equipment maintenance and team supervision.

WORK EXPERIENCE

Postal Carrier/Representative

ABC Corporation - January 2004 - March 2009

Responsibilities:

- Responsible for organizing and sorting outgoing letters, magazines, and packages for route delivery to customers including businesses and residents.
- The main goal was to ensure that all mail gets delivered to the correct customer and location.
- Dispensed letters, magazines, and packages to customers including businesses and residents.
- It was important that this was done in a timely and efficient manner to stay ahead of the competition.
- Provide a customer service basis while interacting with people on all levels so it was very important to have a friendly disposition.
- Familiarized with the transportation logistics of the Postal Service.
- Learning the entire operations is important in performing your job functions efficiently.

Postal Carrier/Representative

United States Postal Services - 2002 - 2004

Responsibilities:

- Sort mail that is given to me and deliver it accurately to each house.
- Be able to work in a fast pace environment.
- Able to give customer service while Im on the go.
- Skills Used fast pace.
- Being accurate.
- Customer service..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS

SKILLS

Microsoft Suite, Windows XP, 7, 10, Ubuntu, Linux, Python, Java, C++, Configuration and Maintenance.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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