

ROBERT SMITH

Postal Support Employee III

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To work within the realm of customer support and administrative with a well-known firm, and to one day become a significant part of a winning managerial team within that same firm.

EXPERIENCE

Postal Support Employee III

United States Postal Service - NOVEMBER 2016 - 2020

- Monitored flow of mail to ensure continuous feed; sweeps separated mail from bins stackers; and stops equipment when distribution run or operation is completed.
- Prepared work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers, are in place.
- Removed sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed.
- Provided service at public window for non-financial transactions.
- Maintained records of mails; examined balances in advance deposit accounts; and record and bill mail requiring special service.
- Followed established safe work methods, procedures and safety precautions while performing all duties.
- Performed other duties as assigned.

Postal Support Employee

Delta Corporation - 2013 - 2016

- POSTAL SUPPORT EMPLOYEE Responded to complaints regarding mail theft, delivery problems, and lost or damaged mail, making the appropriate referrals .
- Sold products such as stamps, prepaid mail envelopes, and money orders.
- Weighed letters and parcels, computed mailing costs based on type, weight, and destination, and affixed correct postage.
- Answered questions regarding mail regulations and procedures, postage rates, and post office boxes.
- December 2010 - June 2013 Operating DBCS Machines, including mail sorting, troubleshooting, and programming Sorting mail by hand in corresponding .
- Postal Support Employee (PSE) Set up machines for daily use to process mail Gather mail and equipment Load mail into the mail processing machine .

- Sort mail, answering telephone, entering data in computer, scanning packages, distributing mail, making copies, faxing, clerical duties, handled cash.

EDUCATION

- Bachelor of Science in Business Administration - 1995(PHILIPPINE SCHOOL OF BUSINESS)

SKILLS

Computer Operation, Basic To Intermediate Knowledge In MS Office Applications.