

Postal Support Employee II

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Driven postal professional with five years of comprehensive experience in mail sorting, delivery, and customer service. Proficient in managing diverse postal operations while ensuring compliance with regulations and optimizing service efficiency. Committed to enhancing community trust through reliable mail handling and exceptional customer interactions.

Postal Support Employee II

📌 Santa Monica, CA

1. Delivered exceptional customer service as a mail distributor and customer service representative.
2. Maintained accurate inventory records in line with corporate standards.
3. Processed customer transactions efficiently using a point of sale system.
4. Assisted customers with inquiries and resolved issues promptly.
5. Ensured the store maintained a professional appearance through display and merchandise management.
6. Conducted regular inventory checks to ensure stock accuracy.
7. Assisted in training new employees on postal procedures, enhancing team efficiency by 15%.

📌 Chicago, IL

1. Managed cash drawers, recording and balancing daily transactions accurately.
2. Performed various tasks according to facility needs, including mail sorting and shipment dispatching.
3. Demonstrated strong self-management and organizational skills.
4. Processed and distributed mail across local and national routes efficiently.
5. Handled manual processing of mail to ensure timely delivery.

📌 Denver, CO

Focused on operational management and customer service principles.

Customer Service



- 🌟 Implemented a new inventory tracking system that reduced discrepancies by 30%.