

Postal Support Employee I

ROBERT SMITH

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Objective

To further career and move into a managerial capacity, using my work experience, intelligence, and natural leadership capabilities to refine and improve day-to-day operations and increase overall productivity.

Skills

Microsoft Office, Customer Service, Handling Money, Leadership, Computer, Organizational.

Work Experience

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ABC Corporation - April 2014 – September 2015

- Maintained awareness of where all groups are at, help supervisors maintain production.
- Crossed-operational communication to achieve timely departure plant-wide, including with supervisors and operations managers, delivery drivers.
- Gained knowledge of how to improvise for employee absences, mechanical failures, delayed mail, etc.
- Trained new employees Secondary obligation to aid in timely completion of all plant operations.
- Attached and removed security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage.
- Used Standing/bending for extended periods of time, lifting at least 25 pounds, ability to retain large amounts of information, while training.
- Completed forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.

Postal Support Employee

Delta Corporation - 2013 – 2014

- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.
- Also sorted parcels and mail from the sorting plant to the specific carriers on site by route.
- Network Distribution Center (4900 Speaker Rd) - Sort mail manually by zip code - Key mail by 9-digit zip code on sorting machine - Process incoming .
- Sorted and dispensed mail.
- Completed front desk clerical duties, including submitting all End of Day reports.
- Opened and closed on Saturdays and filled in for Post Master as needed.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Pharmacy Technician Certificate In Pharmacy Technology - 2011(Carrington College - Boise, ID)