Robert Smith

Assistant Postal Support Employee I

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain an accounting position where will be able to contribute skill, knowledge and experience to a company that will give an opportunity to develop career.

WORK EXPERIENCE

Assistant Postal Support Employee I

United States Postal Service, Jackson City - February 2012 – 2020

Responsibilities:

- Removed mail from carrier sacks and prepares next load to be delivered.
- Sorted mail according to country, state, zip code, and street according to established standards set by the US Department of Postal Services.
- Organized mail into appropriately marked bins for delivery, storage, or transportation to other centers.
- Operated sorting machinery for parcel post or processed packages, parcels, or letters.
- Marked cancelled stamps on parcel post either by hand or using the appropriate cancelling machines.
- Inspected postal equipment for any damages and reports observations to appropriate supervisors or management.
- Wrapped damaged or mishandled parcels before processing.

Postal Support Employee

Delta Corporation - 2009 – 2012

Responsibilities:

- Sorted and scanned parcels for delivery Prepared parcel machine for daily use Passed 10-key number pad proficiency test Sorted priority mail Prepared .
- Made routine sortation of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme Prepared work area, ensuring .
- Removed sorted mail from bins or separations and placed into appropriate trays or containers for further processing or dispatch based on knowledge of .
- PSE) Processed outgoing mail by zip code through delivery barcode machines.
- Supporting daily operations of the USPS, sorts and distributes mail in accordance with established schemes.
- Sort and distribute mail to route carriers daily Assist Postmaster when needed.
- Lone Oak Parkway Eagan, MN [] [] Title Postal Support Employee Duties Mail Processing, Letter Sorting, Disbursement of Outgoing Mail.

SKILLS

Electronic medical record experience, Expanded phrase coding, Customer Service, Clinical setting experience.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelor's in Accounting - (Eastern Michigan University - Ypsilanti, MI)

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