

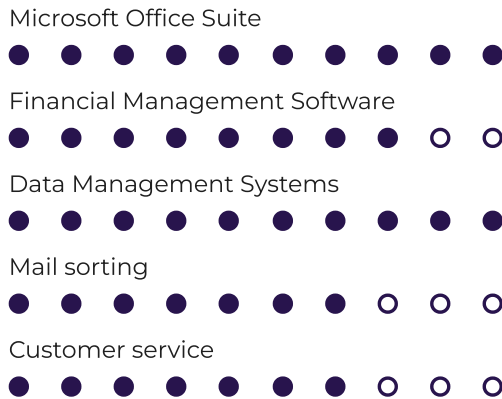


MIA TAYLOR

Assistant Postmaster Relief

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

💡 SKILLS



🎯 INTERESTS

🤿 Scuba Diving 📭 Collecting
🧘 Yoga ❤️ Public Speaking

👊 STRENGTHS

❤️ Gratitude ✔️ Accountability
↔️ Flexibility ✍️ Creativity

🗣️ LANGUAGES



🌟 ACHIEVEMENTS

- 🌟 Improved mail processing efficiency by 20% through optimized workflow management.
- 🌟 Successfully trained and mentored a team of 15 postal employees, enhancing service delivery.

👤 PROFESSIONAL SUMMARY

Accomplished Assistant Postmaster Relief with a decade of experience in overseeing postal operations, ensuring regulatory compliance, and enhancing customer service. Expertise in managing staff training and optimizing workflows to improve efficiency. Dedicated to fostering a collaborative environment that prioritizes community engagement and operational excellence.

💼 WORK EXPERIENCE

Assistant Postmaster Relief 📅 Jun / 2019-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- Organized and supervised the processing of incoming and outgoing mail for efficiency.
- Directed operations of multiple postal facilities, ensuring compliance and service quality.
- Collected and managed post office box rents, maintaining accurate records.
- Hired, trained, and evaluated staff performance to optimize team effectiveness.
- Issued and cashed money orders, ensuring accuracy and compliance.
- Enhanced operational workflows, improving overall service efficiency.
- Maintained inventory of postal supplies, ensuring availability and cost management.

Postmaster Relief 📅 Jun / 2015-Jun / 2019
Silver Lake Enterprises 📍 Seattle, WA

- Managed mail distribution and provided exemplary window service to customers.
- Accountable for sales of Postal Service retail products, achieving sales targets.
- Assumed major responsibilities in the absence of the Postmaster, ensuring seamless operations.
- Facilitated daily deposits and maintained accurate accounting logs.
- Opened and closed the post office in the Postmaster's absence, ensuring smooth transitions.
- Sorted and delivered mail efficiently, meeting all deadlines.

🎓 EDUCATION

Associate of Arts in Business Administration 📅 Jun / 2012-Jun / 2015
City University 📍 Seattle, WA

Studied business operations, management principles, and customer service strategies.