

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Rural Route Carrier

SUMMARY

While working in outside sales, gained customer service experience while collaborating with customers and servicing accounts. Additionally, experience includes setting up new accounts, order processing along with adjustments, billing, and collection. Also, have working knowledge of a route distribution process and work well both independently and as a team member.

SKILLS

Microsoft, Excel, JIRA.

WORK EXPERIENCE

Rural Route Carrier

ABC Corporation - 2016 - 2018

- Sort & case individual mail to the correct Taylor address.
- Tear down cased mail & place in trays to prepare for delivery.
- Gather packages, certified mail, priority mail & prepare for delivery.
- Deliver all mail, packages, etc. on a specifically planned rural route & pick up all incoming mail & packages.
- Return to post office by a specified timeline so incoming mail will be put on track for the timely delivery.
- Sorted mail for five different rural routes.
- Loaded trucks and delivered mail to customers out in the county.

Rural Route Carrier

Delta Corporation - 2013 - 2016

- Contact Information Manager Gordy.
- Rural Route Carrier Sort mail in delivery sequence, prepares a daily trip report and maintains a list of the customers on the route, collects monies .
- Rural Route Carrier Cased and prepared mail for delivery Delivered mail according to assigned route Returned undeliverable mail and packages back to .
- Sorted mail for five different rural routes.
- Loaded trucks and delivered mail to customers out in the county.
- Sorted and delivered mail to appointed of addresses.
- Sorted and delivered mail to appointed addresses.

EDUCATION

Business and English - (Science Hill High School - Johnson City, TN)