ROBERT SMITH

Seasonal Mail Clerk

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SUMMARY

Seasonal Mail Clerk with 3 years of experience in Examining file materials to identify primary subject matter and assigns proper classification from among numerous overlapping possibilities. Determining file number to be assigned. Assisting the Chief training instructor in the instruction of election officials, voters and civic groups in the proper use of voting machines and oversee the total maintenance, shipping, receiving and inspection of the Board's vote, tabulation and ballot marking equipment.

CORE COMPETENCIES

Mail Clerk, Claim Assistant.

PROFESSIONAL EXPERIENCE

Seasonal Mail Clerk

ABC Corporation - October 2008 – January 2009

Key Deliverables:

- Sorted incoming mail and prepare outgoing mail and packages in coordination with Shipping & Receiving department.
- Performed related administrative support tasks as required.
- Maintained a clean, organized, and welcoming office environment.
- Willingness to worked effectively and collaboratively with other departments at both NYA and other WCS facilities.
- Responded to unpredictable and sometimes stressful situations with a calm demeanor and positive attitude.
- Received, distributed and filed invoices, receipts, forms, correspondence, etc.
- Processed, confirmed and cancelled reservations.

Seasonal Mail Clerk

Delta Corporation - 2005 – 2008

Key Deliverables:

- Loaded and operated mail processing center using hand pushed carts.
- Moved mail around mail processing center using hand pushed carts.
- Extracted All the incoming mail.
- Loads, unloads, and moves bulk mail and performs other duties incidental to the movement and processing of mail.
- Separates all mail received from trucks and conveyors for dispatch to other conveying units.
- Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis.
- Processed, distributed, and managed incoming and outgoing mail Proofread thousands of tax forms for accuracy and routed tax payments.

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EDUCATION

MS

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