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# MAIL MACHINE OPERATOR RESUME

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## Summary:

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A professional administrator who has elevated and exposed himself to study the other areas of the office to be able to perform cross-functional tasks and duties that help the company maximize company efficacy and productivity; very flexible and loyal and reliable in ways more than one; is able to digest any type of criticism in a positive, constructive manner; treats everything as an opportunity for growth and development.

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## Professional Experience:

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Mail Machine Operator March 2007 – present  
State of New York, Albany, NY

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## Responsibilities:

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- Ran high volume copy machines.
  - Performed binding and finishing work.
  - Ensured convenience copiers are working properly.
  - Cleared paper jams, and informed technicians of specific problems.
  - Distributed office supplies, fax transmissions and mail to company personnel.
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Mail Insert-Machine Operator June 2001– January 2007  
IKON, Buffalo, NY

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## Responsibilities:

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- Delivered completed jobs to pre-determined customer locations within and outside of the site.
  - Performed duties related to the receiving of materials.
  - Performed meeting room and conference set-ups.
  - Handled high volume copy machines.
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Mail Machine Operator February 1999 – May 2001  
Randstad, Edgewood, NY

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## Responsibilities:

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- Ran high volume copy machines.
  - Performed binding and finishing work.
  - Ensured convenience copiers are working properly.
  - Cleared paper jams, and informed technicians of specific problems.
  - Distributed office supplies, fax transmissions and mail to company personnel.
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Mail Insert-Machine Operator June 2001– January 2007  
IKON, Buffalo, NY

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## Education:

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Bachelor of Science in Office Management  
Columbia University, NY, 1999

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## Skills:

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- Proficiency and expertise in MS Office Word, Excel, PowerPoint,
  - Thorough knowledge of all test equipment
  - Very effective English verbal communication and written skills
  - Effectively communicates and resolves issues while complying with organizational standards and practices
  - Advanced proficiency level in the use of personal computers to include operating system
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## Awards and Honors:

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Award of Excellence, State of New York, 2008

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