
MAIL MACHINE OPERATOR RESUME

Summary:

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.

Professional Experience:

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

Responsibilities:

- 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.

Mail Insert-Machine Operator June 2001– January 2007
IKON, Buffalo, NY

Responsibilities:

- 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.

Mail Machine Operator February 1999 – May 2001
Randstad, Edgewood, NY

Responsibilities:

- 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.

Mail Insert-Machine Operator June 2001– January 2007
IKON, Buffalo, NY

Education:

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

Skills:

- 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:

Award of Excellence, State of New York, 2008

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