

---

## Mail Processing Clerk Resume

---

### Job Objective

To secure the position of Mail Processing Clerk that will allow me to utilize acquired skills and experience.

---

### Summary of Qualifications:

---

- In-depth knowledge of internal office procedures to copy, sort, fax, stamp, fold and stuff
  - Ability to verify mail and document legibility and completeness
  - Great ability to safely lift and carry heavy mail bags, boxes and packages
  - Immense ability to spend long periods of time standing or walking
  - Typing speed of 50 W.P.M
  - Ability to handle multiple tasks and work in a team environment
  - Ability to talk to others to convey information effectively
  - Good oral and written communication skills
- 

### Work Experience:

---

Mail Processing Clerk, May 2004 – Present  
Staffmark, Lynnwood, WA

- Processed incoming and outgoing mail adhering to procedures.
- Assisted in delivering outgoing mail to post office and other facilities.
- Operated all the office machinery normally used in mailing office.
- Administered to be kept informed of current postal regulations and alternate shipping methods.
- Managed to maintain primary contact with local postal representatives.
- Managed inventory system and coordinating with other areas as needed for outgoing mailings.
- Managed workflow during peak and low seasons with the goal of leveling work load year round.

Mail Processing Clerk, March 2002– April 2004  
ABM Industries, Lynnwood, WA

- Managed Mail Processing, sorting and distribution.
  - Managed to run errands as needed and drive company vehicle.
  - Handled to open inbound and outbound mails.
  - Processed checks and record Fed X package in a timely manner.
  - Handled undeliverable mail and Re-addressed.
  - Performed functions of other mail clerk during their absence.
- 

### Education:

---

Associate Degree in Public Relations, Salt Lake Community College, Salt Lake City, UT

[Build your Resume Now](#)