
MAILROOM ASSISTANT RESUME

Objective:

To obtain the position as Mailroom Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Remarkable experience in management of mail room operations, courier and messenger operations
- Profound knowledge of the departments and its functionary within a corporate facility
- Proficient with Microsoft Office suite – MS Word, Excel, and Power Point.
- Excellent organizational skills
- Ability to prioritize multiple tasks

Work Experience:

Mailroom Assistant
Huntington Learning Centers, Inc., Wayne, NJ
August 2005 to till date

- Reviewed and edited all company orders with staples.
- Managed sorts and delivers all incoming mail and packages to each department.
- Facilitated to picks-up all outgoing mail and applied postage.
- Provided ongoing customer service to all contacting the department.
- Reviewed monthly invoices from vendors for accuracy.
- Mediated to resolve any discrepancies with vendors.

Education:

Bachelor degree in Logistics
University of Iowa, Iowa City, IA

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