
Mailroom Clerk Resume

Job Objective

To obtain a Mailroom Clerk position that will allow me to utilize my skills and has potential for growth.

Summary of Qualifications:

- Ability to handle equipment and fully loaded mail trays
 - Great ability to safely lift and carry heavy mail bags, boxes and packages
 - Ability to physically adjust and set the myriad of different sizes of mailing pieces
 - Ability to distribute a wide variety of mails and documents
 - Good oral and written communication skills
 - Ability to perform duties such as filing, typing, faxing and answering phone
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks and work in a team environment
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Work Experience:

Mailroom Clerk, May 2004 – Present
GFI Digital, Portland, OR

- Collated and delivered mail to various departments.
- Managed to sorts, locate, open, inspect and bundle all incoming detainee mail and publications.
- Distributed all inter-office mail for the facility departments and detainees.
- Documented, processed and filed all incoming and outgoing mail denials.
- Handled various equipments specific to mail sorting and distribution.
- Managed troubleshooting and performed simple preventive maintenance of machines.

Mailroom Clerk, March 2002– April 2004
Jones Lang LaSalle, Portland, OR

- Handled logs and processed all incoming and outgoing mail.
 - Operated postage machine and other mailroom office machines.
 - Lift heavy boxes, files and paper when needed.
 - Take direction from supervisor and site manager.
 - Maintain all logs and report documentation.
 - Adhere to all safety procedures.
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Education:

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

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