

---

## Post Office Counter Clerk Resume

---

### Job Objective

Seeking a Post Office Counter Clerk position that offers an immediate challenge, career opportunity, and advancement.

### Work Experience:

---

Post Office Counter Clerk  
FSS, Dalton, GA  
May 2004 – Present

- Registered and insured mail and operated addressograph and mimeographs.
- Delivered and collected mail.
- Sorted and arranged mail for delivery.
- Managed to deliver mails to commercial areas twice each day.
- Collected COD items and obtained receipts for registered, certified, and insured mail.
- Operated mail processing equipment; bar code sorters; and optical bar code readers.

Post Office Counter Clerk  
Naval Supply Systems Command, Dalton, GA  
March 2002– April 2004

- Operated Electro- mechanical machine to process mail.
- Handled computer database, address-correction, to track and reroute mail to proper destination.
- Managed complete purchase transactions involving mailing supplies and accessories.
- Ensured shipping and mailing of mail over the counter.

---

### Summary of Qualifications:

---

- Immense experience in handling customers from behind the post office counter
- Deep working knowledge of post office functionalities
- Great skills in selling postal stationery and stamps
- Skills in handling packages, money orders and envelopes for delivery
- Familiarity with insurance, speed of delivery and certification processes
- Strong ability to handle and lift bags of mail or parcel weighing up to 50 pounds
- Ability to handle cash and cashier functions
- Skills in processing customer payments
- Exceptional ability to communicate information to customers with clarity
- Outstanding analytical, reasoning and communication skills

---

### Education:

---

Associates Degree in Office Administration  
Pima Community College, Tucson, AZ

[Build your Resume Now](#)