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# MAIL CLERK RESUME

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## Job Objective:

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To obtain a Mail Clerk position with a reputable organization.

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## Work Experience:

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Mail Clerk, May 2004 – Present  
AppleOne, Dalton, GA

- Processed mail using USPS approved postage equipment.
- Sorted and distributed incoming and outgoing USPS, Express Mail and packages.
- Performed basic quality inspection before, during and after output of each production run.
- Adhered to suspicious package handling per USPS standards.
- Collected data and respond to print and copy equipment issues by contacting service personnel using specific PC applications.
- Sorted and scanned hardcopy materials and other mediums for use in printed documents and digital format.
- Managed to track move, add and change of office equipment assets at customer accounts.

Mail Clerk, March 2002– April 2004  
Oce Business Services, Dalton, GA

- Enabled to open and scan incoming mail for electronic distribution per customer requirements.
  - Administered to log and distribute all incoming mail and packages into SOURCECORP system.
  - Maintained levels of productivity and quality; confidentiality and security; and record of completed work.
  - Adhered to work according to established practices, procedures, techniques, and standards with minimal supervision within the assigned time frame.
  - Followed instructions and communicated with supervisor or trainer to ensure client expectations are met.
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## Summary of Qualifications:

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- Great ability to safely lift and carry heavy mail bags, boxes and packages
  - Immense ability to spend long periods of time standing and walking
  - Ability to physically adjust and set the myriad of different sizes of mailing pieces
  - Ability to handle equipment and fully loaded mail trays as well as to stand throughout the entire shift
  - Ability to diagnose mailing machines malfunctions and operating problems
  - 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
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## Education:

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Associate Degree in Public Relations, Cuyahoga Community College District, Cleveland, OH

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