



PROFILE

I am a highly organized and reliable Mailroom Clerk with over 1 year of experience in a professional setting. I have a comprehensive understanding of mailroom operations, including sorting and delivering mail items, processing incoming and outgoing packages, and data entry. As a Mailroom Clerk, I have demonstrated the ability to work independently while meeting tight deadlines. I am detail-oriented and have excellent problem-solving skills, allowing me to effectively handle any issue that may arise. My organizational skills are strong and I am able to multitask efficiently. I am a professional and courteous individual who works well as part of a team and I am committed to providing exceptional customer service.

LINKS

[linkedin.com/in/vertinamaidment](https://www.linkedin.com/in/vertinamaidment)

SKILLS

Organization

Time Management

Attention to Detail

Communication

Data Entry

Multi-tasking

Customer Service

LANGUAGES

English

EMPLOYMENT HISTORY

Mailroom Clerk at United Parcel Service (UPS), KS

Feb 2023 - Present

- Processed an average of 4,000 parcels per day, exceeding the daily goal by 20%.
- Developed an efficient system for sorting and tracking packages, which reduced delivery time by 30%.
- Implemented a new inventory management system that reduced lost packages by 40%.
- Trained and supervised a team of five mailroom clerks, resulting in an increase in productivity by 25%.

Mailroom Assistant at Fedex, KS

Aug 2022 - Dec 2022

- Delivered an average of 2000 packages per day within a 4-hour window, maintaining a 99% accuracy rate.
- Developed an efficient system for organizing incoming and outgoing mail, resulting in an average 50% decrease in delivery times.
- Reorganized the entire mailroom setup to maximize space efficiency, which resulted in a 20% reduction in storage costs.
- Trained and mentored 3 new mailroom assistants, increasing staff productivity by 25%.

EDUCATION

High School Diploma at Lawrence High School, Lawrence, KS

Aug 2018 - May 2022

Relevant Coursework: English, Math, Science, Social Studies, History, and elective courses.

CERTIFICATES

Certified Mailroom Clerk (CMC)

Jul 2021

Certified Professional Logistics and Distribution Manager (CPLDM)

Jan 2020

MEMBERSHIPS

National Association of Postal Supervisors (NAPS)

National Postal Mail Handlers Union (NPMHU)