

Amybeth Gayler

Mailroom Clerk

Profile

Employment History

Education

Links

Details

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(988) 200-5122

1234 Aspen Lane, Boulder, CO 80302

Detail-oriented Mailroom Clerk with 1 year of experience in efficiently managing incoming and outgoing mail, tracking packages, and maintaining organized filing systems. Proficient in mail sorting, distribution, and postage meter operation. Demonstrates strong time management, communication, and problem-solving skills. Committed to maintaining confidentiality and providing excellent customer service.

Mailroom Clerk at United States Postal Service, CO

Mar 2023 - Present

- Successfully sorted and processed over 10,000 mail items daily, ensuring timely delivery and contributing to the overall efficiency of the United States Postal Service in CO.
- Streamlined mailroom operations by implementing an improved organizational system, which resulted in a 20% reduction in misplaced mail and increased customer satisfaction.
- Trained and mentored five new mailroom clerks, leading to a more efficient and cohesive team that maintained a 98% on-time delivery rate.

Mailroom Assistant at UPS, CO

Jul 2022 - Jan 2023

- Successfully processed and sorted an average of 10,000 mail items daily, ensuring timely and accurate delivery to customers within the UPS network in Colorado.
- Streamlined mailroom operations by implementing a new tracking system that reduced misplaced packages by 75%, leading to improved customer satisfaction ratings.
- Trained and mentored 5 new mailroom assistants, resulting in a 30% increase in team productivity and efficiency within the first 3 months.

High School Diploma or GED at Cherry Creek High School, Greenwood Village, CO

Sep 2017 - May 2022

Relevant Coursework: English, Mathematics, Science, Social Studies, Physical Education, and elective courses such as Foreign Languages, Arts, and Technology.

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