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| Emily Johnson |
| SummaryDedicated mailroom clerk with over 5 years of experience managing mail operations in fast-paced environments. Proven ability to enhance efficiency and accuracy in mail processing, while providing excellent customer service.Work Experience**Mailroom Clerk Jun 2019 – Present**XYZ Corporation Chicago, IL* Managed daily mail operations, processing an average of 1,000 packages per week with 99% accuracy.
* Implemented a new tracking system that reduced lost mail incidents by 30%.

**Mailroom Assistant Jan 2018 – May 2019**ABC Enterprises Chicago, IL* Supported mail sorting and distribution for a team of 50 employees, improving delivery times by 15%.
* Maintained inventory of mailing supplies, ensuring optimal stock levels.

EducationAssociate Degree: Business Management Jan 2017*City College of Chicago**Chicago, IL*certifications* Certified Mailroom Professional – Mail Systems Management Association – 2020
 | Contact(987) 654-3210emily.johnson@example.comChicago, IL 60601SkillsMail ProcessingInventory ManagementCustomer ServiceTime ManagementProblem SolvingTeam LeadershipCommunication SkillsSafety Compliance |