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| Emily Johnson | | |
| Summary  Dedicated 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.   Education Associate Degree: Business Management Jan 2017 *City College of Chicago**Chicago, IL*  certifications   * Certified Mailroom Professional – Mail Systems Management Association – 2020 | Contact  (987) 654-3210  emily.johnson@example.com  Chicago, IL 60601  Skills  Mail Processing  Inventory Management  Customer Service  Time Management  Problem Solving  Team Leadership  Communication Skills  Safety Compliance |