|  |  |  |
| --- | --- | --- |
| Michael Brown | | |
| Summary  Experienced mailroom supervisor with over 10 years of experience in optimizing mailroom operations and leading teams. Skilled in implementing process improvements that enhance service delivery and reduce costs.  Work Experience  **Mailroom Supervisor Jan 2018 – Present**  Global Tech Solutions Los Angeles, CA   * Oversaw mailroom operations, leading a team of 10 clerks and achieving a 20% increase in processing efficiency. * Reduced operational costs by 15% through strategic vendor negotiations and process optimization.   **Mailroom Clerk Jul 2013 – Dec 2017**  Tech Innovations Inc. Los Angeles, CA   * Processed and delivered over 2,000 pieces of mail daily, maintaining an accuracy rate of 98%. * Trained and mentored new staff, resulting in improved team performance and productivity.   Education Bachelor of Science: Logistics Management Jan 2013 *University of California**Los Angeles, CA*  certifications   * Certified Logistics Associate – Manufacturing Skill Standards Council – 2015 | Contact  (555) 123-4567  michael.brown@example.com  Los Angeles, CA 90001  Skills  Operations Management  Team Leadership  Process Improvement  Mail Sorting Systems  Logistics Coordination  Budget Management  Data Analysis  Safety Regulations |