

Anthony Ladd

LEAD POSTAL CLERK AND DISTRIBUTION, UNITED - STATES POSTAL SERVICE

Loveland, CO

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970-488-9995

Work Experience

LEAD POSTAL CLERK AND DISTRIBUTION, UNITED

STATES POSTAL SERVICE

July 2015 to May 2019

- Supervise and lead postal clerk employees
- Management duties that include scheduling, time cards, auditing and reporting
- Customer service and conflict resolution
- Organization of parcels and processing of postage

PLUMBER APPRENTICE

PHILLIPS PLUMBING

October 2014 to July 2015

MECHANICAL

- Plumbing of new tools at Avago Technologies
- Maintenance and repairs of existing tools
- Follow blueprints and Avago Technologies regulations for builds within deadlines

MAIL CARRIER

UNITED STATES POSTAL SERVICE

May 2005 to July 2014

- Trained and mentored new hires
- Safety leader with over nine years of no injuries or driving related infractions
- Managed and organized postal deliveries for timely and safe delivery
- Completed documentation for all postal related issues, charges and confidentiality
- Effective customer communication and conflict resolution
- Conducted daily postal vehicle inspections and repairs

Education

LAMAR COMMUNITY COLLEGE

September 2004 to May 2005

None in GENERAL STUDIES

FRONT RANGE COMMUNITY COLLEGE

May 2003 to 2004

DIPLOMA

LOVELAND HIGH SCHOOL

May 2002

Skills

- Forklift Operator (1 year)
- Customer Service (5 years)
- Customer Relations (5 years)
- Distribution (3 years)
- Safety (10+ years)
- Management (2 years)
- Typing (10+ years)
- Hand Tools (10+ years)
- Power Tools (10+ years)
- Plumbing (5 years)
- Mechanic (10+ years)
- Teamwork (10+ years)
- Delivery Driver Experience (1 year)

Certifications and Licenses

CPR/AED

April 2019 to April 2021

Real Estate License

November 2019 to March 2020

Realtor

November 2019 to March 2020