

# Travis Bradley

## Contractor for the United States

Thornton, CO  
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### WORK EXPERIENCE

#### **Contractor for the United States**

Convergys Corporation - March 2003 to June 2011

Postal Service International Inquiry Center (Mentor). Performed international inquiries via telephone, e-mail, message boards and faxes. Basic office duties (copying, faxing, filing, etc ), Handled escalated complaints via e-mail.

\* Teletch - August, 2001 to March, 2003 - Same duties as recent employer.

Teletch originally had the contract and Convergys Corporation outbid in 2003.

#### Personal Skills:

- \* All versions of Microsoft Windows - Proficient
- \* All versions of Microsoft Outlook - Proficient
- \* All versions of Microsoft Word - Proficient
- \* Microsoft Excel (recent version) - Advanced
- \* Lotus Notes - Proficient
- \* All United States Postal Service Tracking Applications - Proficient

### EDUCATION

#### **Computer Programming**

Westwood School of Technology

#### **General Studies**

Red Rocks Community College

#### **General Studies**

Metropolitan State College of Denver - Metropolitan, UK

#### **Diploma in General Studies**

Brighton Senior High School

### SKILLS

Lotus Notes - Proficient, Microsoft Outlook - Proficient, Microsoft Word - Proficient, Microsoft Excel - Advanced, United States Postal Service domestic/international tracking databases - Proficient, Xerox copying/scanning/print