

Meriah Bilbrey

Denver, CO 80221

meriah7xienk_wwe@indeedemail.com

+1 720 768 5092

5+ years of customer service and receptionist experience. Both professionally and volunteering. Working in the school office, church organization during the pandemic and my current position. I am a fast learner and a born leader, ready to expand my knowledge and skills.

Work Experience

Mailroom Clerk

Automotive Titling Corporation - Centennial, CO
September 2020 to Present

1. Maintained mail register in Microsoft for incoming and outgoing mail.
2. Recorded detailed information on automated register.
3. Ensured delivery of dispatched mail on time.
4. Informed customer of issues or delays.
5. Processed the outgoing mail on behalf of the department or customer.
6. Ensured that envelopes were sealed and postage was affixed before dispatching them to the correct department.
7. Take corrective action in cases of misplaced mail or miscommunication.
8. Open mail addressed to the correct department or consumer.
9. Use fax and scanning machines.
10. Time/date stamp all incoming/outgoing mail.
11. Responsible for archiving and inventory in Microsoft Excel and Word.
12. Maintained an organized system of documents for the mailroom department.
13. Maintained electric and paper database and filing systems with utmost accuracy .
14. Carried out administrative duties such as filing, coping, scanning, printing and faxing.
15. Handled sensitive information in a confidential manner.

Education

High school diploma

Pinnacle Charter High School - Federal Heights, CO
August 2016 to May 2020

Skills

- Data Entry
- Clerical Experience
- Shipping & Receiving
- Typing

- Courier
- Warehouse Experience
- Cleaning Experience
- Computer Operation
- Office Administration
- Microsoft Word
- Load & Unload
- Front Desk
- Commercial Cleaning
- Microsoft Excel
- Organizational Skills
- Administrative Experience
- Packaging
- Time Management
- Microsoft Office
- Computer Skills
- Microsoft Outlook

Assessments

Attention to detail — Proficient

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

February 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Scheduling — Expert

February 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Volunteer Work

Landmark Tabernacle 2016-2020

1. Greeting
2. Directions members and children to pew and classes
3. Assisting during the pandemic, taking temperature, keeping count of members and clergy.
4. Part of the sanitizing team. cleaning and wiping the pews, chairs, counters, tables, door handles, push plates, handrails, kitchen and bathroom faucets, appliance surfaces, light switches, shared computers, keyboards and mice.
5. Dispose of garbage and used sanitizing wipes.
6. Provide gloves and masks for members, staff and volunteers.
7. Keep count of any new COVID cases reported.