

- Ensure that all outgoing mail is appropriately handled and mailed out in a timely manner

08/2012 – 05/2017

University of Pennsylvania

Philadelphia, PA

Mail Room Clerk

- Responsible for all incoming packages
- Used outlook to inform students via email that package have been delivered
- Sorts mail in individual mailboxes
- Lifts incoming and outgoing boxes and packages.
- Customer service, able to work in a fast-paced production environment.

References:

CCLR Kim Briddell 267-9545758

University of Pennsylvania Linda Bracey 215-768-9791

Peters Cleaners Marie Swanson 215-787-0527