



NATHAN PASCHAL

npaschal915@gmail.com | 1-316-249-9879 | Denver, CO 80229

Summary

Well-organized Clerk possessing proven file management, data entry and calendar maintenance talents. Focused on boosting team productivity with accurate administrative support. Diligent about responding to internal and external requests for information. Well-qualified administrative professional with remarkable typing skills, data entry expertise and goal-oriented mentality. Proficient in updating daily logs, investigating discrepancies and managing records. Focused on maximizing service and comfortable working with little oversight. Hardworking and dependable [Job Title] offering [Number]+ years of clerical experience. Demonstrated prioritization, multitasking and planning abilities. Enthusiastic about using knowledge and skills to support [Type] operations. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

Skills

- Customer Satisfaction
- Spreadsheet Development
- Billing and Invoicing
- Schedule and Calendar Management
- Service-Oriented
- Multitasking and Prioritization
- Attention to Detail
- Problem Solving
- Outgoing Mail Preparation
- Materials Organization
- Data Entry and 10-Key
- Verbal and Written Communication
- Reliable and Punctual
- Mail Sorting and Routing
- Flexible and Adaptable
- Quality Control

Experience

USPS | Wichita, KS
Clerk
10/2016 - Current

- Scan in all arriving packages to the city of Wichita. As each one got scanned in they also got sorted to their correct and final destination to be delivered by the local post offices. The machine I worked was call spbs- sort parcel by scan. I had to learn certain codes for the packages that did not have a scan. We would sort 40,000 to 60,000 lbs per night.
- Hand sorted packages
- Ran the letter sorting machine
- Hand sorted magazines
- Hand sort newspapers

Pratt Industries | Wichita, KS
Quality Control Inspector
10/2014 - 10/2015

- Assessed materials, parts and products for conformance with quality control requirements and production specifications.

- Trained newly hired employees by explaining company procedures, job duties and performance expectations.
- Adhered to safety protocols to minimize equipment damage and avoid injuries.
- Completed non-destructive tests and conducted continuous inspections.
- Inspected and repaired products to meet project expectations.
- Examined products and materials for defects or deviations to remove or discard non-conforming items.

Ladybug landscaping | Wichita, KS
Crew Leader
03/2012 - 10/2016

- Managed multiple employees in various job tasks throughout phases of project completion.
- Monitored task completion to meet company standards for performance.
- Delegated daily tasks to team members to optimize group productivity.
- Developed and implemented strategies to enhance team performance, improve processes and boost results.

Education and Training

Andover Central High School | Andover, KS
High School Diploma 05/2004