

# Warren Crawford

## Document Services Processor-Contract

Denver, CO  
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### WORK EXPERIENCE

#### **Document Services Processor-Contract**

PENSCO Trust Company - Denver, CO - February 2015 to August 2015

Operated mailroom equipment to prepare incoming mail for distribution and processed outgoing mail while adhering to deadlines and quality standards.

- Scanned all documents, verified images were clear and readable. Performed quality checks on all scanned documents to ensure that materials requiring physical routing were not archived.
- Opened, sorted and delivered letters, packages and other materials to offices and other locations.
- Weighed and stamped outgoing mail and maintained records on postage, registered mail and packages.
- Performed routine maintenance of mailroom and scanning related equipment to ensure proper functioning.

Carpenters Local Union - Denver, CO - April 2013 to February 2015

Banner Carrier

#### **care for family member**

Sabbatical - February 2008 to March 2013

#### **Records Clerk**

EMC Insurance - Denver, CO - November 2006 to January 2008

Processed, opened, sorted and delivered letters, packages and other materials to offices.

- Worked with various shipping options such as UPS, USPS, FedEx, and Airborne.
- Filed documents within a numerical and color coded system within service level agreements.
- Ordered supplies for the office and maintained insurance file records for the company.

Guaranty Bank & Trust - Denver, CO - March 2000 to January 2006

Client Services

- Managed sensitive materials and processed loan documents for both businesses and individuals within all deadlines.
- Delivered great customer service with executive bank officials and clients.

#### **Mail Room Clerk**

State of Colorado - Denver, CO - April 1999 to August 1999

Processed, opened, sorted and delivered letters, packages and other materials to offices.

#### **Item Processor**

Internal Revenue Service - Denver, CO - January 1998 to April 1999

Separated and processed all incoming individual and business returns, including those with payments.

- All returns processed and filed numerically within the given deadline.

## ADDITIONAL INFORMATION

### Skills

Experience with corporate mailroom procedures, Data Entry, 10-Key, Microsoft Office products, Demonstrate excellent customer service, Ability to lift 50+ pounds, Multitasking and the ability to perform repetitive tasks.