Kevin Tran

Mail Clerk

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SUMMARY

Mail clerk with 3 years in a corporate mailroom and a parcel sorting center, serving a 900-employee office tower. Sorts and delivers 2,500 pieces of mail a day, processes outgoing postage and courier shipments, and tracks packages in Excel without losses. Brings friendly customer service, careful signature records and the strength to lift 50 pounds on daily routes.

SKILLS

- **Mail Sorting**
- **Postage Meters**
- **Courier Shipments**
- **Package Tracking**
- **Certified Mail**
- **Excel**
- **Word**
- **Basic Computer Skills**
- **Customer Service**
- **Detail-Oriented**

EXPERIENCE

Mail Clerk

09/2024 - Present

Gulfway Energy Partners

Houston, TX

Energy company headquarters with 900 employees on 14 floors.

- Process **2,500** pieces of incoming mail a day and deliver them to 14 floors on two scheduled routes.
- Operate the postage meter and folder-inserter for 400 outgoing letters a day and 3 monthly customer statement mailings.
- Create courier labels for 60 outbound packages a week and track 150 inbound packages in an Excel log with no losses.
- Handle certified mail and legal returns, recording signatures in the log and alerting the legal team within 1 hour.

Package Handler (Part-Time)

06/2023 - 08/2024

Bayou City Logistics

Houston, TX

Regional parcel sorting and delivery center.

- Loaded **1,200** packages a shift into delivery trailers by zip code and route, keeping heavy boxes on the floor rows.
- Sorted 300 parcels an hour on the conveyor line while holding 99.8% scan accuracy across the night shift.
- Trained 4 new handlers on handheld scanners, package labels and safe lifting during their first two weeks.
- Flagged damaged and mislabeled parcels for the supervisor, cutting customer claims on the night shift by 15%.

EDUCATION

High School Diploma

Alief Taylor High School

Houston, TX

05/2023

CERTIFICATES

OSHA 10-Hour General Industry

07/2023

OSHA Outreach Training Program