Victor Huang

Mail Processing Clerk

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SKILLS

- Letter Sorting Machines
- Bin Sweeping
- Address Keying
- Machine Jam Clearing
- Tray Labeling
- ZIP Code Sorting
- Data Entry
- Document Scanning
- Attention to Detail
- Teamwork

EDUCATION

High School Diploma 06/2022

W.T. White High School

Dallas, TX

CERTIFICATES

OSHA 10-Hour General Industry

05/2024

OSHA Outreach Training Program

SUMMARY

Mail processing clerk with 2.5 years running letter and flat sorting equipment at a Dallas presort plant. Feeds and sweeps a 128-bin letter sorter that handles 30,000 pieces an hour, keys unreadable addresses at 98% accuracy and keeps trays labeled for on-time dispatch.

EXPERIENCE

Mail Processing Clerk

04/2024 - Present

Trinity Presort & Mailing — Dallas, TX

Commercial mail presort plant serving banks, utilities and health insurers.

- Operate letter sorting machines that process about **30,000** pieces an hour, feeding stacks and bin sweeping into trays.
- Complete address keying for 600+ rejected pieces a shift on the video coding station at 98% accuracy.
- Run startup checks and machine jam clearing on 2 sorters, holding unscheduled downtime under 15 minutes a shift.
- Track tray counts and tray labeling by ZIP code on the dispatch report for 12 outbound trucks a night.

Data Entry Clerk

07/2022 - 03/2024

Oak Cliff Insurance Services — Dallas, TX

Claims processing office for a regional insurance agency.

- Keyed 400 claim forms a day into the claims system with 99% data entry accuracy.
- Scanned and indexed 2,000 documents a week, with document scanning checked against each claim number.
- Sorted and routed incoming mail for 60 employees each morning with attention to detail on every delivery.
- Matched 150 returned mail pieces a week to policyholder records and updated addresses in the claims system.