Andre Coleman

POSTAL SUPPORT EMPLOYEE

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Summary

Retail shipping associate with 3 years of counter, sorting and stockroom experience in Spokane, applying for a Postal Support Employee role. Serves 80+ customers a shift, weighs and rates parcels, handles mail distribution to 300 private mailboxes and balances the register and money order stock at every close.

Skills

- Mail Sorting
- Mail Distribution
- Parcel Weighing and Rating
- Customs Forms
- Cash Handling
- Money Orders
- POS Systems
- Handheld Scanners
- Customer Service
- Attention to Detail

Experience

Retail Shipping Associate 02/2025 - Present

Northgate Pack & Ship Spokane, WA

Independent shipping and mailbox store with 300 private mailboxes.

- Process **80+** counter transactions a shift, weighing and rating parcels and printing labels for domestic and international mail.
- Complete daily mail sorting and distribution to 300 private mailboxes before 10 a.m., with no misplaced-mail complaints in 2025.
- Verify customs forms on about 40 international shipments a week, catching missing contents declarations before pickup.
- Balance the register and money orders at every close, with no cash handling shortages in 20 months.

Stock Associate 06/2023 - 01/2025

Inland Northwest Outdoor Supply Spokane Valley, WA

Part-time stockroom and service desk work at a sporting goods store.

- Received and sorted 300+ cartons from each weekly truck by department and aisle.
- Counted cycle inventory on 2,000 SKUs a month with handheld scanners, holding variances under 2%.
- Answered customer service questions at the service desk, covering returns and special orders 3 shifts a week.

Education

High School Diploma 06/2023

Lewis and Clark High School Spokane, WA

Certificates

Postal Virtual Entry Assessment - Passed

U.S. Postal Service

09/2026