

ERIKA STEVENS

Address: Torrance, California 11111

Phone: 123.456.7890 | **Email:** resumewriter@email.com

DATA COLLECTION TECHNICIAN

U.S. Government Agency

Pay Scale and Grade: GS XX

Citizenship: USA

QUALIFICATIONS PROFILE

Performance-driven, multifaceted, and highly skilled professional, with hands-on experience in mail processing; mail flow assessments; data gathering, validation, and reporting; and administrative support. Competent at utilizing postal data collection tools and handheld technologies to capture real-time operational data. Equipped with a strong understanding of postal workflows, safety standards, and quality assurance guidelines. Committed to upholding the integrity of USPS operational data to support service excellence and informed decision-making.

RELEVANT EXPERIENCE

Federal Mail Processing Facility | 0000 Main Street, New York, NY 11111

Mail Processing Clerk, Full-Time

09/2020– 02/2026

Hours per Week: 40

Annual Salary: \$ XX,XXXX

Postal Administrative Procedures and Mail Classification

- Supervised the reception and distribution of all incoming and outgoing mail to ensure efficient processing.
- Managed the distribution and routing of incoming and outgoing mail.
- Took charge of the preparation and processing of bulk mailings in compliance with postal regulations.
- Utilize mailroom equipment, including postage meters and sorting machines.
- Assisted the department with general administrative functions to streamline office operations for improved productivity.
- Provided administrative support across departments toward overall office efficiency.

Oral and Written Communication

- Efficiently demonstrated ability to interpret and exchange information, answer questions, and give directions, ensuring accurate and up-to-date records of mailroom activities.

Names, Letters, or Numbers Assessment

- Thoroughly checked all outgoing mails for accuracy and completeness.
- Verify the completeness and accuracy of all outgoing mails.

Forms, Records, Tables, and Reports Generation

- Kept thorough documentation of all mail-related activities to ensure traceability and accountability.

Work Activity Planning and Accomplishment

- Facilitated bulk mail processing while complying with postal regulations and best practices.

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OTHER EXPERIENCE

Seafood Restaurant | 0000 Main Street, New York, NY 11111

Manager	11/2015–04/2020
Hours per Week: 40	Annual Salary: \$ XX,XXXX

Airport Passenger Assistance Services Contractor | 0000 Main Street, New York, NY 11111

Passenger Assist Agent	08/2013–07/2014
Hours per Week: 40	Annual Salary: \$ XX,XXXX

Community Services Organization | 0000 Main Street, New York, NY 11111

Direct Care	02/2012–05/2012
Hours per Week: 40	Annual Salary: \$ XX,XXXX

Retail Department Store | 0000 Main Street, New York, NY 11111

Sales Associate	10/2009–03/2010
Hours per Week: 40	Annual Salary: \$ XX,XXXX

EDUCATION

Associate of Arts in Liberal Arts, 01/2012
Sample College | New Rochelle, NY 10805

PROFESSIONAL DEVELOPMENT

Career Development Certificate, 05/2014
STRIVE, Inc.