Thaddeus Mbeki-Lund

Mailroom Clerk

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SUMMARY

Mailroom clerk with 4 years handling inbound, outbound and interoffice mail for organizations of 300 to 2,200 staff. Sorts and routes around 1,800 pieces a day, logs tracked parcels in a scan-based system and runs postage meters with monthly reconciliation. Known for clean signature records and delivery rounds that finish on time.

EXPERIENCE

Mailroom Clerk — Saint Brendan Regional Medical Center

Hartford, CT · Feb 2023 – Present

- Sort and route about 1,800 inbound letters and flats a day to 46 departments across 5 buildings, with interoffice runs completed by 10 a.m. and 2 p.m.
- Scan and log 120 to 150 tracked parcels a day from 4 carriers in the receiving system, capturing a signature at handoff so every lab and pharmacy delivery can be traced.
- Prepare outbound mail on a Pitney Bowes meter for about 600 pieces a day, reconciling meter usage against the postage account each month with no unexplained variance in 2 years.
- Rebuilt the department routing list after a reorganization moved 14 teams, cutting misrouted interoffice envelopes from roughly 30 a week to fewer than 5.

Mail Services Clerk — Okonkwo Renshaw LLP

New Haven, CT · Jun 2021 – Jan 2023

- Opened, date-stamped and scanned incoming legal mail for 85 attorneys, routing court notices to the docketing team within 30 minutes of arrival.
- Booked and tracked around 40 same-day courier runs a week to courts and client offices, keeping a log that answered every delivery query from attorneys.
- Assembled and mailed 3 large client notice mailings of 2,000 to 4,500 pieces each, finishing each one ahead of the filing deadline.

SKILLS

Mail systems: Pitney Bowes postage meters, SendSuite tracking, handheld barcode scanners, USPS Click-N-Ship

Carriers: USPS, UPS, FedEx, DHL, local same-day couriers, certified and registered mail

Handling: Sorting by department and route, chain of custody, suspicious mail screening, bulk mailings

Equipment: Folder-inserters, letter openers, pallet jacks, hand trucks, Microsoft Excel and Outlook

EDUCATION

High School Diploma, Bulkeley High School, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.