

Genevieve Brown

PSE CLERK at United States Postal Service

genevievebrown@yahoo.com

Summary

Very strong will, determine individual willing to work beyond the hours. Sharp and Intelligent and knows how to get the job done.

Experience

PSE CLERK at United States Postal Service

November 2014 - Present (2 years 5 months)

Makes one or more sortations of outgoing and/or incoming mail using the appropriate sort program or manual distributionscheme.

On a rotation basis, performs all of the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and contacts maintenance for assistance when required.

Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers, are in place.

Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch

Event Coordinator at Epifani Dance Company

August 2010 - Present (6 years 8 months)

- Assist with negotiation for space contracts and book event space, arrange food , order supplies
- Conduct research, visit sites, and find resources with the help of staff
- Propose new ideas to improve the event planning
- Prepare registration for dancers, budgeting
- Close out all events as required

Teller at PNC

January 2014 - August 2014 (8 months)

Process routine account transactions.

- Open accounts, including savings and checking.
- Help customers fill out deposit and withdrawal slips.
- Use adding machine.
- Disburse money to customers.
- Validate the deposit slip and stamp it by machine.
- Check for photo identification.
- Assist customers at the drive-through window.
- Greet people warmly and direct them to appropriate bank personnel.
- Handle loan payments and cash checks.
- Sell traveler's checks and money orders.
- Collect loan and utility payments.
- Promote bank products.
- Record all transactions.
- Report suspicious activity to police.
- Exchange foreign currency.
- Count cash at beginning and end of shift.
- Balance currency, cash and checks in cash drawer at end of each shift.

Casual (seasonal) at United States Postal Service

November 2013 - January 2014 (3 months)

Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.

Places empty sacks or pouches on racks, labels them where prearranged or where racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.

Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.

. Cancels stamps on parcel post, operates cancelling machines, and carries mail from cancelling machine to distribution area

Cashier at CVS Caremark Corporation

June 2009 - December 2013 (4 years 7 months)

Greet each customer using help at all times and assist customers with their questions, problems and complaints

Price merchandise utilizing price guns

Store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows; rubbish removal; exterior maintenance; sweeping

Stock shelves

Complete price changes: document counts, utilize price guns

Answer the telephone using the appropriate greeting

Process photofinishing orders

Maintain check-out area: fill register supplies, bags; wipe counter tops; fill ! cigarettes

Issue rainchecks when requested

City Carrier Assistant at United States Postal Service

May 2013 - August 2013 (4 months)

Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required.

Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.

Handles undeliverable mail in accordance with established procedures.

Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection collection of mail.

Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.

Deposits in the post office mail collected on the route upon returning from the route.

Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.

receptionist at Vector Marketing

April 2012 - August 2012 (5 months)

Coverage of the front desk at the housing office; clerical work, organizing, filing, mailing, answering phone.

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-walk-in and telephone reception, answering questions, filing, records maintenance, collating, copying, distributing documents, typing, electronically maintaining rosters and other lists, typing general correspondence, take messages, updating, maintaining and designing databases as needed

Volunteer Experience

Event coordinator at Epifani Dance Company

July 2010 - December 2013

Skills & Expertise

Microsoft Office

Microsoft Excel

Microsoft Word

Customer Service

PowerPoint

English

Windows

Research

Outlook

Teaching

Public Speaking

HTML

Strategic Planning

Budgets

Negotiation

Editing

Photoshop

Education

Point Park University

Master of Business Administration (MBA), International Business and Sports Entertainment Management, 2014 - 2016

Grade: 3.5

University of California, Santa Cruz

Bachelor's degree, Theatre/Theater, 2004 - 2009

Interests

Theater, Management, Vocal Trainer, PhotoShop

Languages

English

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[Contact Genevieve on LinkedIn](#)