

Jasmine Patel

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SUMMARY

Dedicated and reliable professional with strong organizational skills and a commitment to providing exceptional service. Experienced in managing delivery routes and maintaining accurate records, seeking to leverage my skills as an Entry Level Mail Carrier.

EXPERIENCE

Delivery Associate

Jan 2022 - Present

XYZ Logistics, Austin, TX

- Successfully delivered packages to over 150 customers daily, achieving a 98% on-time delivery rate.
- Implemented route optimization techniques that reduced delivery times by 15%.
- Maintained accurate records of deliveries and customer feedback, leading to a 10% increase in customer satisfaction ratings.

Warehouse Assistant

Jun 2020 - Dec 2021

ABC Shipping Co., Austin, TX

- Supported logistics operations by efficiently sorting and organizing packages, enhancing workflow by 20%.
- Assisted in inventory management, leading to a 30% reduction in misplaced items through effective labeling and tracking.
- Collaborated with team members to streamline shipping processes, resulting in a 25% increase in throughput.

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Route Optimization, Inventory Management, Customer Service, Record Keeping

Tools & Frameworks: Google Maps, Delivery Tracking Software, Microsoft Excel