

JERMAINE LEWIS

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SUMMARY

Focused mail handler with expertise in post office operations and hands-on experience in high volume mail distribution centers. Seeking to leverage background to secure a rewarding role as software engineer.

SKILLS

- Distribution services
- Postal form proficiency
- Time management
- Automated mail processing proficiency
- Detail-oriented
- Team collaboration

EXPERIENCE

08/2009 to 12/2011

Integrated Avionics Technician

United States Air Force — Minot AFB, , ND

- Repaired or installed new wiring, boxes, antennas and other system pieces
- Completed over 20 aircraft repair work orders each quarter
- Completed in-depth visual and manual inspections of all electrical components

07/2016 to Current

Mail Handler

United States Postal Service — Dallas, TX

- Loaded letters into automated processing equipment and maintained continuous flow when feeding letters to be sorted
- Placed mail into appropriate PO boxes
- Operated mail processing equipment and manually sorted mail

EDUCATION AND TRAINING

High School Diploma

Alain Leroy Locke College Preparatory Academy — Los Angeles, CA

Some College (No Degree)

El Camino College — Torrance, CA

Expected in 11/2019

Software Engineering Certification

Southern Methodist University (SMU) — Dallas, TX