

TRISTIN JARVIS

MAIL HANDLING LOGISTICS

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SUMMARY

Experienced mail handling professional skilled in coordinating logistics, managing inventory, and ensuring timely delivery across multiple locations. Adept at cross-cultural communication, leading teams, optimizing workflows, and maintaining security compliance to improve efficiency and minimize errors.

PROFESSIONAL EXPERIENCE

Position, Airforce

January 2024 - December 2022

- Coordinated mail operations with Korean nationals, ensuring on-time processing and delivery of 12,000+ packages monthly across military and local facilities in Busan.
- Supervised and developed a team of 12 mail handlers, increasing efficiency by 22% and reducing mail discrepancies by 28%.

Position, Airforce

January 2021 - Decemeber 2019

- Coordinated mail logistics with Japanese nationals, securing timely delivery of 10,000+ items monthly across military bases.
- Led and trained a team of 10+, boosting productivity by 20% and reducing lost mail by 30%.
- Streamlined operations to cut costs by 15% while managing cross-cultural communications and meetings.

Position, Airforce

January 2018 - December 2016

- Managed daily mail operations, processing over 9,000 packages monthly to ensure timely delivery across military and local installations.
- Collaborated with local personnel to streamline mail handling procedures, improving efficiency by 18% and reducing errors by 25%.
- Supervised a team of 8 mail handlers, enhancing productivity through targeted training and workflow optimization.

SKILLS

Mail Logistics Coordination, Cross-Cultural Communication, Security Protocol Management, Inventory Management, Package Tracking Systems, Data Analysis and Reporting, Workflow Optimization,

EDUCATION

B.A. in English

June 2026

University of North Carolina at Charlotte

- Relevant coursework, study abroad, awards

ADDITIONAL INFORMATION

- **Languages:** English, Japanese
- **Certifications:** Online Certification, Course Completion, Registration, License, etc.