# Sean O'Neil
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## Education:
- **UC Berkley Coding Bootcamp**, Full Stack Development Certification      June 2019 - Dec 2019
- **Pima Community College**      Aug 2005-March 2006
- **Desert Rose Academy**, High School Diploma      May 2005

## Technical Skills:
- Experience writing HTML, CSS, Ruby, and Javascript code
- Frameworks Rails and React
- Proficient in MS Word, Power Point/Keynote, Pro Presenter
- Working knowledge of  MS Excel, MS Access
- Business management and organizational skills
- Customer Service
- Skilled in the operation of commonly used office equipment
- Cash handling expertise
- POS System
- Multi-line phone system

## Certification:
- **Full Stack Development,** UC Berkley Coding Bootcamp      Dec 2019
- **Notary Public**, Pima County, AZ; Commission Expires: 01-14-2014

## Work Experience:
**Mail Carrier,** United States Postal Service      June 2013 - Present
- Deliver packages and mail to businesses and people in towns and cities.
- Set up a route and deliver mail six days a week on route.
- Place packages and letters in mailbox and secure with mailbox flap.
- Secure many envelopes or parcels with a rubber band.Retrieve outgoing mail from boxes.
- Place larger packages on porch or doorstep.
- Take packages into businesses and give to individual.
- Ensure people sign off for receipt of package.
- Arrange mail in delivery sequence.
- Collect money for postage-due and COD (cash-on-delivery) fees and obtain signed receipts for registered, certified, and insured mail.
- Leave notices on customers' doors informing them packages could not be delivered and will be held.
- Answer questions about postal regulations.
- Provide change-of-address cards and other postal forms when requested.
- Operate approved vehicle to deliver mail or walk on foot.
- Assist people by lifting heavy packages and placing them at their door.
- Inform individuals when mail cannot be delivered due to holidays or inclement weather.

**Mail Clerk Lead/ Manager,** University of Arizona, SUMC Post Office      June 2007-Oct 2012
- Effectively and efficiently manages SUMC Post Office operation on a daily basis
- Provides excellent customer service to a vast range of patrons
- Responsible for handling all customer inquiries, complaints and postal claims
- Handles business day opening and closing duties to include completion and of postal financial reports USPS
- Monitors accuracy and accountability for daily cash deposits (UA and USPS) as well as retail sales and postage stamp inventory
- Interviews, hires, trains and supervises all student employees
- Creates, modifies and approves employee work schedules and requests
- Sorts and distributes incoming and outgoing mail
- Updates mailbox rental accounts, payments and information
- Performs front counter responsibilities reconciles drawers ensuring all transactions are handled professionally and efficiently

- Provides services including faxing, copying, and notary
- Conducts and monitors postage stamp and meter machine audits
- Responsible for ensuring that all control measures are current to maintain USPS compliance
- Maintains department policies and procedures and orders office supplies as needed


**Clerk,** The UPS Store, Tucson, AZ                                                    Mar 05- Jun 2013
- Responsible for all retail and closing duties including cash handling and balancing registers
- Receive and process incoming packages of all sizes for UPS and the US Post Office
- Provide customer service (in person and over the phone) for all inquiries and claims
- Serve customer specific needs in advising best mailing options
- Specialize in professionally packaging items for safe shipment
- Provide faxing, scanning, copying, binding, key making and other document services
- Distribute mail to box holders, set up mailboxes for new customers
- Maintain workspace safety and cleanliness

**Security Officer,** Tucson Museum of Art, Tucson, AZ                                   Jul 02- Apr 04
- Responsible for guarding museum art and property
- Assisted patrons with questions
- Responsible for opening and closing areas of the museum