

Tyson R. Locke

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Professional Summary

Dependable and detail-oriented professional with over five years of experience in logistics, operations, and finance-related administrative tasks. Skilled in financial record tracking, document processing, and multi-platform operations. Recognized for strong analytical skills, effective communication, and the ability to manage multiple priorities in fast-paced environments.

Core Skills

- Financial Recordkeeping and Operations Support
 - Fast-Paced Workflow and Multi-Platform Navigation
 - Attention to Detail and Analytical Thinking
 - Effective Written and Oral Communication
 - Task Completion and Dependability
 - Heavy Lifting and Physical Stamina
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Professional Experience

United States Postal Service (USPS) – Clerk – Indianapolis, IN | October 2021 – October 2025

- Processed outgoing mail for distribution with accuracy and efficiency.
- Maintained productivity and quality standards in a fast-paced environment.
- Assisted with internal reporting and recordkeeping, including tracking shipments and documenting operational discrepancies.

- Supported team workflow, resolving issues and improving operational efficiency.

Alan Ritchey – Sorter – Plainfield, IN | August 2020 – October 2021

- Sorted and organized mail for timely dispatch while maintaining adherence to production benchmarks.
- Assisted with record documentation and tracking daily volumes for management review.

Accounting and Finance Experience

- Assisted in tracking financial records and processing invoices for internal teams.
- Prepared reports and reconciliations, ensuring accuracy and compliance with company standards.
- Utilized spreadsheets and software platforms to manage data efficiently.
- Supported management in budget monitoring, expense tracking, and operational reporting.

Education

Ben Davis High School – High School Diploma – Indianapolis, IN | May 2019

Certifications

- Certified in Epoxy Flooring
 - Certified in Web Design
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References

Available upon request