

MELBA A. HAYNES  
1601 Maple Street  
Carrollton, GA 30118  
(770) 836-6522  
Email: [mhaynes@westga.edu](mailto:mhaynes@westga.edu)

**PROFESSIONAL OBJECTIVE**

Supervisor of Mail Services

**EDUCATION**

University of West Georgia, completed 55 core semester hours, (GPA 3.67)  
Computer Literacy (Window 95/98, Microsoft Word/Excel, Window 3.1, Word Perfect)

**TRAINING COURSES**

Window Clerk Training  
Delivery Unit and Collection Application Training

**RELATED PROJECTS**

-Rural Mail Count

**RELATED EXPERIENCE**

Worked for the United States Postal Service from 1995 – 2000  
-Recognized for management potential and promoted to acting managerial position  
-Supervised approximately 80 employees at a time  
-Competent in planning and decision-making processes  
-Responsible for scheduling part-time workers and covering employees on leave

**EMPLOYMENT HISTORY**

University of West Georgia, Carrollton, GA	(2000 – Present)
Supervisor Mail Service	
- Provides budgetary and operational leadership	
- Supervises operation of USPS Contract Postal Unit	
U.S. Postal Service	Carrollton, GA (1995 – 2000)
Distribution/Window Clerk	
- Worked as acting supervisor	
- Distributed mail to all 37 routes	
- Retail clerk for all postal services and products	
Southern Therapy, Incorporated	Carrollton, GA (1991 – 1993)
Receptionist/Transcriber	
- Transcribed therapist notes for patients records	
- Maintained schedule for therapist, scheduled patients, answered phones	
Department of the Army	Fort Huachuca, AZ (1989 – 1991)
Education Technician	
- Directed military personnel/family members to appropriate counselor for information on college degrees	
Department of the Army	Heidelberg, Germany (1985 – 1989)
Information Management Assistance	
- Maintained software and backed up main frame computer	
Department of the Army	Fort McClellan, AL (1980 – 1985)
Medical Records Technician	
- Transcribed doctors notes for patients records	
- Checked patients records for completeness	

**OTHER ACTIVITIES**

Director of Vacation Bible School  
Member of Gold Ridge Baptist Church