

HENRY BAGNOLI
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(518) 664-9345

OBJECTIVE: To obtain a challenging, contributive position that allows me to use my knowledge, skills and experience to benefit a progressive organization.

Summary of Qualifications

- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Schedule and receive food and beverage deliveries, checking delivery contents in order to verify product quality and quantity
- Monitor budgets and payroll records, and review financial transactions in order to ensure that expenditures are authorized and budgeted.
- Keep records required by government agencies regarding sanitation, and food subsidies when appropriate.
- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.
- Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
- Keep money drawers in order, and record and balance daily transactions.
- Obtain signatures from recipients of registered or special delivery mail.
- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail.
- Receive letters and parcels, and place mail into bags.
- Register, certify, and insure letters and parcels.

Employment History

Manager	Green Island, NY
Quiznos	6/05-present
Manager	Mechanicville, NY
End Zone	1/02-6/05
Window/Distribution Clerk	Albany, NY
U.S. Postal Service	4/71-12/02

Military

United States Army

Honorable Discharge

Military

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Honorable Discharge