

Manuel Carr

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SUMMARY

Delivery, mail operations, and facility security professional with three years of combined experience supporting time sensitive document movement, mail sorting, access control, and secure facility operations. Maintains a valid unrestricted **Colorado Driver's License** and practical experience driving scheduled routes, protecting sensitive materials, screening incoming and **outgoing mail**, and preserving **chain of custody** awareness. Staffs security desks, verifies authorized entry, monitors gated parking and delivery access, and records incidents or access exceptions for follow up. Supports **secure storage**, safety program administration, route documentation, and customer service for internal recipients. Comfortable with varied shifts, holiday coverage, overtime, and regular local travel. Brings dependable handling, accurate routing, procedural discipline, and calm coordination across delivery, mailroom, and facility security work.

EXPERIENCE

Delivery and Security Associate April 2025 - Present
Mile High Secure Logistics Aurora, CO

- Supports secure delivery routes, mail screening, access control, storage records, and facility safety administration for sensitive document operations. Coordinates changing priorities across internal recipients while protecting materials, documenting handoffs, and maintaining dependable service coverage.
- Ran scheduled routes using manifests and custody checks, keeping sensitive documents tracked through receipt.
 - Screened incoming and **outgoing mail**, isolating questionable items for designated review before distribution.
 - Staffed **security desk** operations, verifying authorized entry across visitor, vendor, parking, and delivery access.
 - Maintained **secure storage** logs and release records, identifying unresolved handoff discrepancies before shift close.
 - Updated safety files, inspection records, access documentation, incident notes, and recurring program records.
 - Adjusted delivery priorities around urgent requests, preserving route records and professional customer communication.

Mail and Delivery Driver July 2023 - March 2025
Rocky Mountain Mail Services Lakewood, CO

- Managed daily pickup and delivery routes, **mail sorting**, **security** checks, access coverage, and service documentation for multiple business locations. Prepared vehicles and route materials while supporting accurate dispatch, safe operations, and timely recipient service.
- Drove daily routes across business locations, sequencing stops around scheduled mail windows and safe practices.
 - Sorted inbound and outbound mail by destination and service requirement, verifying labels before dispatch.
 - Applied **mail security** checks, escalating damaged, suspicious, or improperly documented items through procedures.
 - Covered front desk access during staffing gaps, confirming visitor authorization and directing approved entry.
 - Recorded deliveries, exceptions, returned items, and recipient acknowledgments for reliable service follow up.
 - Prepared vehicles and route materials before shifts, reducing delays from missing supplies or manifests.

PROJECTS

Secure Route Documentation 📅 2025
Created a practical route documentation process using manifests, custody checks, recipient acknowledgments, and exception records to support accurate delivery tracking and dependable follow up.

Mail Security Screening Workflow 📅 2024
Applied a structured screening workflow for incoming and outgoing mail, separating questionable materials for review before normal distribution and preserving procedural control.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable handling of sensitive documents and accurate delivery records.
- Trusted for consistent security desk coverage, calm access coordination, and professional internal customer service.

EDUCATION

High School Diploma 2023
Hinkley High School GPA: 4.0 Aurora, CO

Coursework: Business communication, public safety, computer applications, workplace procedures

CERTIFICATIONS

- Valid Unrestricted Colorado Driver's License 📅 2026

- Workplace Security Awareness Training 📅 2026

TECHNICAL SKILLS

- **Delivery Operations:** Scheduled routes, pickup and delivery, route manifests
- **Mail Processing:** Inbound mail, outbound mail, sorting
- **Mail Security:** Mail screening, suspicious item isolation, security procedures
- **Access Control:** Authorized entry, visitor verification, gated parking
- **Facility Security:** Security desk, delivery access, site procedures
- **Secure Storage:** Controlled materials, release records, storage logs
- **Chain of Custody:** Custody checks, handoff records, recipient acknowledgments
- **Safety Administration:** Inspection records, incident notes, safety program files
- **Route Documentation:** Delivery records, exception records, route priorities
- **Vehicle Operations:** Vehicle readiness, route materials, safe driving practices
- **Customer Service:** Internal recipients, service questions, professional communication
- **Compliance Checks:** Background check, tax compliance check, license maintenance

SKILLS

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|--------------------|---------------------|--------------------------|----------------------|
| • Delivery driving | • Mail security | • Chain of custody | • Shift work |
| • Route planning | • Facility security | • Customer service | • Holiday coverage |
| • Mail sorting | • Access control | • Incident documentation | • Overtime readiness |
| • Mail processing | • Secure storage | • Route documentation | |

PROFESSIONAL AFFILIATIONS

- Colorado delivery and security operations community, with practical focus on safe transport and controlled access.
- Local mail services network, supporting accurate routing, dependable handoffs, and respectful recipient communication.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST