
Abstract Clerk Resume

Job Objective

Seeking an Abstract Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Abstract Clerk

Flames Corporation, Sacramento, CA

May 2004 – Present

- Handled transcription as relevant and as required by the department.
- Negotiated and drafted letters in reply.
- Managed liaising, as appropriate with the Costs Manager.
- Ensured effective service; and managed thorough study of files.

Abstract Clerk

Trend Corp, Sacramento, CA

March 2002– April 2004

- Prepared agendas and drafted documentation.
 - Ensured to attend all meetings and documented minutes.
 - Ensured to tape record the proceedings of the meetings.
 - Prepared and maintained attendance; logs and files.
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Summary of Qualifications:

- Self motivated, flexible and adaptable
 - Strong planning and organization skills
 - Ability to communicate with ease across all levels
 - High standard of accuracy and integrity
 - Good attention to detail
 - Ability to manage calls, request and provide information.
 - Ability to maintain admirable telephone etiquette
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Education:

Associate Degree in Communications

Community College of Rhode Island, Warwick, RI

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