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## Abstract Clerk Resume

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### Job Objective

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

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### Work Experience:

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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:

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- 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:

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Associate Degree in Communications  
Community College of Rhode Island, Warwick, RI

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