
Attendance Clerk Resume

Job Objective

To obtain an Attendance Clerk position in a company that will allow me to grow with the company.

Work Experience:

Attendance Clerk
Comcast Corporation, Allison Park, PA
May 2004 – Present

- Computed a variety of attendance and other data accurately.
- Prepared and maintained attendance logs and files.
- Received and screened phone calls and visitors; and directed to appropriate individual.
- Scheduled appointments; and provided attendance information and direct inquiries.

Attendance Clerk
PG&E Corp, Allison Park, PA
March 2002– April 2004

- Provided technical information concerning policies and procedures.
 - Performed basic spreadsheet and word processing functions.
 - Maintained and secured necessary records.
 - Verified the accuracy of invoices prior to payment.
 - Handled phone calls to obtain and provide information.
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Summary of Qualifications:

- Wide knowledge of State Education Code and other laws and regulations.
 - Ability to develop attendance reports as requested
 - Ability to maintain accurate records of student attendance on a daily basis
 - Good Communication Skills in English
 - Self motivated, flexible and adaptable
 - Ability to administer professionalism with a positive attitude to work
 - Ability to perform a variety of difficult, prescribed clerical duties
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Education:

Associate Degree in Communications
Salt Lake Community College, Salt Lake City, UT

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