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## Census Clerk Resume

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### Job Objective

To obtain a Census Clerk position and utilize my experience and skills for the successful completion of each job task.

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### Summary of Qualifications:

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- Ability to perform diversified activities
  - Familiar with Word, Excel and database software
  - Excellent oral and written communication skills
  - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
  - Ability to expedite multi tasks accurately and within time frame
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### Work Experience:

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Census Clerk, May 2004 – Present

The Census United States Bureau, Lynnwood, WA

- Articulated to perform combination of functions like office processing, field operations, recruiting, testing, personnel/payroll and other administrative operation.
- Maintained a variety of logs and stockroom supply levels.
- Managed to respond positively to workflow and coordinated mailing and receipt of all material flowing to and from the field.
- Determined to assist in preparation and processing of special time and cost reports, accident forms, travel vouchers and time and attendance records.
- Analyzed and corrected incidental transmittals, letters, office records and forms.

Census Clerk, March 2002– April 2004

Department of Workforce Services, Lynnwood, WA

- Balanced logistical and control aspects related to the CCM related operations and Decennial Census.
  - Supported field staff by assisting them in use of computer to conduct tasks.
  - Demonstrated to be responsible for all controls, reports, data entry of information into various software systems.
  - Maintained accurate personnel files and records, position description files manuals and instruction books.
  - Planned to test job applicants for various positions.
  - Managed to organize office files and supplies.
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### Education:

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

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