
Clerical Specialist Resume

Job Objective

After years of experience, seeking work as a Clerical Specialist within a qualified and stable company.

Summary of Qualifications:

- Sound knowledge of office practices, procedures, equipment and machines
 - Good knowledge of arithmetic and data processing
 - Proficient in using typewriter, computers, calculators, tabulators, and duplicators
 - Superior ability to perform a variety of clerical tasks and multi-line telephone systems operation
 - Excellent data entry and keyboarding skills
 - Ability to request and provide routine data
 - Excellent verbal and written communication skills
 - Proficient in Word, Excel, and PowerPoint
 - Good problem solving and time management skills
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Work Experience:

Clerical Specialist, May 2006 – Present
Shelby County Government, St. Louis, MO

- Utilized state registry to input and extract data related to patient records.
- Managed to review and verify data and records.
- Prepared detailed reports to be submitted to state CSS Program.
- Maintained CSS program files, charts and records.
- Assisted case management staff during home visits.
- Maintained telephone contacts of patients, community based clinics and physician offices for follow up action.

Clerical Specialist, March 2003 – April 2006
Fairfield Medical Center, St. Louis, MO

- Greeted visitors arriving in the department and assisted them promptly.
 - Maintained appointment calendar and filing systems.
 - Interacted with and provided backup assistance for the administrative staff.
 - Maintained supplies, forms, and marketing collaterals.
 - Maintained master mailing list and appropriate sub-lists and provided labels.
 - Scheduled meeting rooms and made event arrangements.
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Education:

Bachelor's Degree in Accounting, Capitol College, Laurel, MD

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