
Clerical Supervisor Resume

Job Objective

To secure Clerical Supervisor job where my abilities and experiences will help me advance in the field.

Highlights of Qualifications:

- Outstanding understanding of legal credentials and terminologies
 - Solid understanding of principles and techniques of office administration, supervision and training
 - Thorough knowledge Computerized information systems and data processing
 - Excellent communication and organizational skills
 - Proficient in cash operations and account services
 - Uncommon ability to make decisions in new situations in accordance with laws, regulations, and established policies.
 - Remarkable ability to monitor, review, and evaluate the work of subordinates
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Professional Experience:

Clerical Supervisor, August 2005 to till date
Sacred Heart Health Systems, Oshkosh, NE

- Planned, supervised, and coordinated the legal clerical activities.
- Prepared, processed, reviewed, maintained legal records, documents, reports and correspondence.
- Assisted in developing and implementing office policies and procedures.
- Collected, compiled, tabulated, and analyzed statistical data for inclusion in reports and budget requests.
- Maintained and monitored budget and fiscal activities.
- Prepared reports and correspondence for the division.

Clerical Supervisor, June 2002 to July 2005
Citrus Valley Health Partners, Oshkosh, NE

- Established workload priorities for support staff.
 - Compiled data and prepared monthly, annual, and special reports.
 - Recommended suggestions to improve operations.
 - Participated in the training activities of clerical personnel.
 - Consulted with attorneys and representatives and personnel from various agencies concerning legal document processing.
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Education:

Bachelor's Degree in Business Management, Navarro College, Corsicana, TX

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