
Committee Clerk Resume

Job Objective

Seeking a Committee Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Committee Clerk

Dream Corporation, Lynnwood, WA
May 2004 – Present

- Prepared agendas attended meetings, tape recorded proceedings, noted minutes.
- Ensured that timescales and procedures are met at all times across the program.
- Developed appropriate assessment strategies to evaluate trainee's performances.
- Exercised strong judgment in dealing with information.
- Ensured to memorize all persons on the committee.
- Ensured to follow the discussions closely and act accordingly.

Committee Clerk

Franklin Corp, Lynnwood, WA
March 2002– April 2004

- Organized Council and Committee proceedings.
 - Ensured to organize conference rooms for the meetings.
 - Maintained outcome correspondences of the proceedings.
 - Ensured to arrange refreshments before or after the meeting.
 - Exercised strong judgment in dealing with information.
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Summary of Qualifications:

- Experience in organizing meetings and documenting proceedings
 - Strong planning and organization skills
 - Ability to communicate with ease across all levels.
 - Strong IT skills including Microsoft software packages
 - Ability to prioritize whilst juggling a heavy work load
 - High standard of accuracy, integrity and attention to detail
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Education:

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

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