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## Committee Clerk Resume

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### Job Objective

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

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### Work Experience:

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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:

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- 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:

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

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