
Computer Clerk Resume

Job Objective

To obtain a Computer Clerk position that will promote growth, stability and opportunity for advancement.

Professional Experience:

Computer Clerk, May 2004 – Present
UDR, Inc, Sacramento, CA

- Coordinated to receive, maintain, and issue data storage media for computer operations.
- Adapted collection and sequentially staged input media with associated program instructions for processing.
- Scheduled the use of computer time for program processing.
- Collected, maintained and distributed programs and systems documentation.
- Persuaded for collecting raw information and prepared flow charts.

Computer Clerk, March 2002 – April 2004
Straub Clinic and Hospital, Sacramento, CA

- Operated the computer terminal and maintained the CAO system with accurate data to ensure that optimal order quantities are calculated.
 - Adapted to work on the flagged Items and Zero and Negative reports and corrected BOH information.
 - Stimulated external data processing sequences, controls and procedures.
 - Determined computer requirements or techniques associated with development and design of data processing systems.
 - Provided services functions for using of digital computer systems.
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Summary of Qualifications:

- Excellent knowledge of external data processing sequences, controls and procedures
 - Familiar with Word, Excel and database software
 - Ability to provide reception and general administrative duties
 - Excellent communication skill to maintain good relations with customers and co-workers
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks and work in a team environment
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Education:

Associate Degree in Commerce, Monroe Community College, Rochester, NY

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