
Copy Clerk Resume

Job Objective

To obtain a Copy Clerk position that will allow me to utilize my skills and has potential for growth.

Highlights of Qualifications:

- Highly experienced in office document copying, printing, archival, and distribution
 - Sound knowledge of various types of file formats and classification systems
 - Operational knowledge of scanners, copiers, printers, and web-based job ticketing systems
 - Familiarity with mail management and Microsoft Office software
 - Ability to process high volumes of print and copy jobs, quickly
 - Ability to bind and laminate multiple documents and booklets, properly
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Professional Experience:

Copy Clerk
Ricoh, Weehawken, NJ
August 2012 – Present

Responsibilities:

- Scanned, printed, and distributed all given documents, carefully and properly.
 - Received, sorted, and delivered office emails using company-provided email systems.
 - Monitored and maintained the stock level of office supplies, as needed.
 - Set up and operated document imaging and copy equipments, as assigned.
 - Inspected and maintained all assigned equipments and reported malfunctioning equipments.
 - Prevented paper jams in machines and maintained tidiness of work premises.
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Copy Clerk
Administrative Resource Options, Weehawken, NJ
May 2009 – July 2012

Responsibilities:

- Set up, operated, and maintained all assigned office copiers, printers, binders, and fax machines.
 - Sorted, logged, and dispatched all office mails and faxes, to intended locations.
 - Prepared and distributed copies of various documents, in high volumes.
 - Typed and printed all requested reports, accurately and on time.
 - Handled and executed binding, lamination, and mass production of booklets.
 - Ordered and maintained the inventory level of all needed office supplies.
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Education:

Associate Degree in Business Administration
Asnuntuck Community College, Enfield, CT

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