
Customer Service Clerk Resume

Job Objective

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

Work Experience:

Customer Service Clerk, May 2004 – Present
Nutritional Resources Inc., Wichita, KS

- Performed NGL and TGMS contract filing and prepared contractual documents for scanning.
- Organized and close out weekly scan boxes by creating INDEX sheets for pick up by outside scanning vendors.
- Performed the Quality Control after the weekly scan boxes are returned with updated reviews.
- Maintained the Check-in and Check-out of contract files in the file room.
- Assisted in the monthly or quarterly audit of the file room and assisted to back up other Customer Service Representatives.
- Managed receiving, sorting, batching and logging.

Customer Service Clerk, March 2002 – April 2004
Busseto Foods Inc., Wichita, KS

- Validated data and resolved simple problems and balanced report totals or system generated information.
 - Provided products and services that exceed the requirements to internal and external customers at all times.
 - Retrieved carts from the parking lot in a safe and efficient manner and stored them neatly.
 - Volunteered to bag customer's orders and place them into their carts and assist them with loading in their vehicles.
 - Contributed to provide excellent customer service with pleasing and admirable service.
 - Administered to empty plastic recycling receptacles and trash receptacles.
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Summary of Qualifications:

- Experience in high volume filing and electronic document review
 - Strong customer service skills
 - Ability to be detailed oriented, and stay focused
 - Ability to take Initiative, take direction and follow instructions
 - Excellent organizational skills
 - Good oral and written communication skills
 - Familiar with Word, Excel and database software
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - 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 Public Relations, Cuyahoga Community College District, Cleveland, OH

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