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## Deputy City Clerk Resume

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### Job Objective

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To obtain a Deputy City Clerk position that fully utilizes my experience and abilities.

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### Work Experience:

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Deputy City Clerk  
Dragon Corporation, Edwardsville, IL  
May 2004 – Present

- Provided information to the public and handled citizen complaints.
- Assisted City Clerk in performing of duties and in management of the City Clerk's office.
- Assisted the City Clerk to supervise and oversee the operations of the Archives Division.
- Provided a variety of routine and complex clerical and administrative assistance.

Deputy City Clerk  
Frank Corp, Edwardsville, IL  
March 2002– April 2004

- Administered to take minutes of City Council Meetings and transcribed proceedings.
  - Administered to organize routine meetings and documented proceedings.
  - Established and maintained effective working relationships.
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### Summary of Qualifications:

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- Working knowledge of the principles and practices of modern public administration
  - Ability to take meeting notes at a rate sufficient to perform duties of job
  - Extensive knowledge of office practices and procedures
  - Ability to work with irate customers in an effective and calm manner
  - Working knowledge of computers
  - Ability to communicate effectively, both verbally and in writing
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### Education:

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Associate Degree in Communications  
Wayne County Community College, Detroit, MI

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