
Document Clerk Resume

Job Objective

To obtain a Document Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Document Clerk, May 2004 – Present
Morgan Lewis, New York, NY

- Administered to open and close client files.
- Organized and secured case documentation in client files.
- Volunteered to research, data entry, document review and case file management.
- Managed to transit existing materials from MS-office products to Adobe Products.
- Edited existing materials.
- Ensured accurate information is transmitted.
- Made sure that everyone is coordinated.

Document Clerk, March 2002 – April 2004
Utah State University, New York, NY

- Maintained files and ensured that documents get to where they need to go.
 - Managed to administer whether the information must be entered into an electronic database or faxed to a necessary party.
 - Managed rough drafts or outlines and developed appropriate reports.
 - Aided fellow workers in finding documents.
 - Ensured that all the document comply with standards and administered documentation process.
 - Determined when a document is to be released.
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Summary of Qualifications:

- Familiar with Word, Excel and database software
 - Ability to pay Attention to details and administer good communication skills
 - Working knowledge of general office skills that include operating Fax, Scanner, Telephone
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - Good oral and written communication skills
 - 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, Cuyahoga Community College District, Cleveland, OH

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