
Documentation Clerk Resume

Job Objective

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

Work Experience:

Documentation Clerk, May 2004 – Present
Fiserv, Inc., Cincinnati, OH

- Managed to write manuals and user guides and handled general clerical work.
- Assisted in designing and documenting data requirements.
- Ensured that cargo information is properly controlled.
- Ensured proper upkeep of technical documents (job card, and work order) as per procedures and practices.
- Resolved any discrepancy issues on unmatched invoices and purchase orders.

Documentation Clerk, March 2002 – April 2004
Archcare, Cincinnati, OH

- Developed flow charts and system workflow graphics and set up data dictionaries for automated systems.
 - Prepared reviews, processed invoices, expense reports & check requests for payment.
 - Managed system tests, implementation of plans, and system demonstrations.
 - Assisted in entering and managing financial management systems data.
 - Volunteered to answer vendor's inquiries.
 - Computed audit freight charge and sales tax, verified necessary approvals on all bills and prepared accounts payable checks.
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Summary of Qualifications:

- Ability to make sound judgments
 - Proficient in Microsoft Office Word and Excel
 - Ability to work independently in a time sensitive environment
 - Ability to maintain confidentiality
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - Ability to handle multiple tasks and work in a team environment
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Education:

Associate Degree in Commerce, Central Piedmont Community College, Charlotte, NC

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