
Election Clerk Resume

Job Objective

Seeking an Election Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Election Clerk
Spring Corporation, Allison Park, PA
May 2004 – Present

- Ensured to verify voter's name and address in poll list.
- Administered to check-in pre-registered voters using poll list.
- Issued ballots and voter numbers.
- Collected voter numbers, and ballot privacy folders.
- Ensured to adhere to the law per constitution.

Election Clerk
Carbon Corp, Allison Park, PA
March 2002– April 2004

- Assisted in the enforcement of all Election Day policies and procedures.
 - Assisted voters that requested curbside voting.
 - Assisted in the voter and ballot reconciliation.
 - Ensured to determine all types of registration.
 - Ensured that all relevant stickers are distributed.
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Summary of Qualifications:

- Admirable knowledge of the constitution especially the Electoral Laws
 - Possess excellent customer service skills
 - Strong clerical and analytical skills
 - Possess good oral communication skills
 - Able to read, write, and speak English fluently
 - Self motivated, flexible and adaptable
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Education:

High School Diploma
Rock Valley High School, Rock Valley, IA

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