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## Enrollment Clerk Resume

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### Job Objective

To obtain an Enrollment Clerk position and to contribute to the success and reputation of the company.

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### Work Experience:

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Enrollment Clerk, May 2004 – Present  
MSS Services, Inc., Edwardsville, IL

- Prepared internal correspondence, reports, forms, statistical charts, travel vouchers, and other similar documents.
- Encoded and maintained agency data base on tribal council resolution ensuring all required and related documents are filed accordingly.
- Reviewed enrollment records to assist in determining heirs of deceased persons and coordinated such probate matters with the tribe to bring closure to probate cases.
- Reviewed into family history and ancestry, tribal membership status, and issuance of appropriate Certificates.
- Maintained a continuing automated data base on the bureau's system in coordination with the Tribe's Office of Vital Records.

Enrollment Clerk, March 2002– April 2004  
Reid Hospital, Edwardsville, IL

- Ordered and maintained inventory of office supplies.
  - Prepared and processed all travel and purchase requisitions.
  - Performed executive clerical tasks organized typed and copied variety of materials; managed technical reports and forms.
  - Maintained all financial records and monitored budgets and assisted with data-entry of Financial Aid and Admissions documents.
  - Assisted with the planning and implementation of special events and performed other related duties as required.
  - Volunteered to answers and screen telephone calls for the Director of Admissions and Financial Aid.
  - Coordinated tribal enrollments, and provided services to the general public on a variety of tribal membership and enrollment informational request.
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### Summary of Qualifications:

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- Typing speed of 50 W.P.M
  - Skilled in typing expediting final documents from a rough draft
  - Ability to gather; evaluate; organize and classify information
  - Strong oral and written communication skills
  - Ability to effectively write and edit correspondence materials
  - Ability to organize and maintain a record keeping system
  - Proven ability to work under pressure with time constraints
  - Ability to handle multiple tasks and work in a team environment
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### Education:

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Associate Degree in Commerce, Cuyahoga Community College District, Cleveland, OH

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