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## File Clerk Resume

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### Job Objective

To obtain a File Clerk position that will promote growth, stability and opportunity for advancement.

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### Work Experience:

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File Clerk, May 2004 – Present  
Brach Eichler L.L.C., Somerville, NJ

- Created New Patient Charts.
- Demonstrated appropriate and accurate filing patient information into charts.
- Furthered to create paperwork for missing information and absence of chart.
- Facilitated to Pull and re-file charts upon request.
- Assisted during large copy jobs.
- Sorted and distributed reports.
- Delivered incoming faxes as indicated.

File Clerk, March 2002 – April 2004  
ROCS, Inc., Somerville, NJ

- Demonstrated to file and retrieve documents of individual members.
  - Maintained a system for timely, efficient, and accurate alphanumeric filing of all program files.
  - Audited payments through appropriate files and corresponding documents and check stub supporting each payment.
  - Assisted to verify accuracy of member and provider file documentation.
  - Assisted Quality Control team verifying member and provide arranged files.
  - Guided fellow team members to meet deadlines; complete any.
  - Provided support for special projects as assigned.
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### Summary of Qualifications:

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- Competent organizational and intrapersonal skills
  - Excellent oral & written communication skills
  - Good attitude, high energy, team player
  - Ability to support organizations values, goals and objectives
  - Admirable judgment, problem solving, and decision making skills
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### Education:

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

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