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## File Room Clerk Resume

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### Job Objective

Seeking to obtain a File Room Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

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File Room Clerk, May 2004 – Present  
MetroWest Medical Center , Irving, TX

- Administered CMR unit's mails.
- Performed initial entry Money Tracking for CMR unit.
- Recorded pending mail into Mail Track system using barcodes.
- Maintained all files including related correspondence.
- Physically and electronically packed files to Posts and CIS.
- Assisted and delivered files to other units.

File Room Clerk, March 2002– April 2004  
Serco Inc., Irving, TX

- Organized files and file materials and assemble in standards for easy retrieval.
  - Pulled together file materials with existing files and distributed duplicate copies when needed.
  - Created new patient or other files when needed.
  - Performed other duties like answering telephone, delivery/pickup materials.
  - Served as a backup for other clerical positions in the department.
  - Dispatched files to the appropriate location according to established numerical, alphabetic, or coded systems.
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### Summary of Qualifications:

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- Excellent Communication and Interpersonal Skills
  - Highly skilled to drive a medium weight box truck
  - Ability to back up with side mirrors
  - Ability to be attentive to details even in fast paced environment and changing priority
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### Education:

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Associate Degree in Accounting, Monroe Community College, Rochester, NY

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