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## Front Desk Clerk Resume

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### Job Objective

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

### Work Experience:

Front Desk Clerk, May 2004 – Present  
Sundance Resort, Portland, OR

- Managed collecting, processing and auditing of all corporate payables.
- Calculated and reconciled various record systems input & output and other accounting information.
- Received and distributed corporate invoices to appropriate manager for review and payment approval.
- Ensured data computing and performed maintenance of automated record systems.
- Provided policy and other information to employees and authorized non-employee personnel.

Front Desk Clerk, March 2002– April 2004  
Heartland Alliance, Portland, OR

- Worked with organization's accounting firm on general ledger processes related to the payables function.
- Accomplished accounting and organization mission by achieving related results.
- Reconciled and reported the monthly vendor statements.
- Collected and processed regular analysis reports for senior management.
- Communicated with office manager regarding violations of procedures involving the payment and reconciliation collection processes.
- Maintained designated office equipment and supplies.
- Protected organization's value by securing confidential information.

### Summary of Qualifications:

- Ability to maintain and process the files of certificated and classified employees
- Sound knowledge of using and adding machine and cash register
- Exceptional ability to type 30+ wpm
- Ability to perform simple arithmetic calculations with and without calculator
- Excellent verbal and written communication and great telephone skills
- Ability to work closely and cooperatively with fellow employees and guest
- Proficient in MS word, Excel and Power Point

### Education:

Associate Degree in Public Relations, Salt Lake Community College, Salt Lake City, UT

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