
General Clerk Resume

Job Objective

Seek a General Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

General Clerk, May 2004 – Present
Serco, Inc., Minneapolis, MN

- Managed to create, update, revises and retrieve records and files.
- Maintained office files and records, computed data, composed documents and prepared reports.
- Reviewed documents to determine acceptability, accuracy and completeness of information and corrected errors.
- Received, classified, filed and reconciled documents and information utilizing standard office equipment.
- Answered and screened telephone calls and performed routine typing.

General Clerk, March 2002– April 2004
APR Consulting Inc., Minneapolis, MN

- Developed charts, graphs and tables of information.
 - Managed typing and proofreading documents.
 - Managed to sort, deliver and pick-up mail, files and other documents for designated areas.
 - Interfaced with customers, suppliers, and company employees outside the immediate work area to give or exchange information.
 - Compiled basic reports, following established formats and procedures.
 - Answered inquiries regarding routine procedures and policies to visitors by telephone, email and in person.
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Summary of Qualifications:

- Good knowledge and experienced in general office procedures
 - Ability to work with basic office machines
 - Able to speak, read, write, and understand English fluently
 - Basic written and verbal communication skills including professional phone etiquette
 - Good organizational skills
 - Ability to prioritize multiple tasks
 - Exceptional ability to type 50+ wpm
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Education:

Associate Degree in Accounting, Salt Lake Community College, Salt Lake City, UT

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