
General Office Clerk Resume

Job Objective

To obtain a General Office Clerk position that will allow me to utilize my skills and has potential for growth.

Highlights of Qualifications:

- Strong accomplished experience as a general office clerk
 - Thorough knowledge of office practices and procedures
 - Ability to accurately enter information and coordinate various activities in office
 - Ability to enter and retrieve data from computer systems
 - Ability to use numerical and alphabetical filing systems
 - Exceptional knowledge of English usage, spelling, punctuation, grammar, and general mathematics
 - Excellent typing skills (40 to 45 words per minute)
 - Proficient in MS Office suite
 - Strong project management and organizational skills
 - Excellent communication and interpersonal skills
-

Professional Experience:

General Office Clerk
Reno Housing Authority, Mahopac, NY
August 2005 – Present

Responsibilities:

- Drafted routine memos, correspondence, reports, forms from draft.
- Completed blank forms in accordance with routine instructions.
- Entered, edited and retrieved data from either computer system, following established formats, and reviewed work for accuracy.
- Performed office support activities such as opening and sorting mail and processing outgoing mail.
- Assisted in maintaining various office files; reviewed and organized materials, forms and verifications.
- Filed correspondence, reports, memos, documents, etc. in accordance with established filing system.

General Office Clerk
ServiceMaster Family of Brands, Mahopac, NY
May 2000 – July 2005

Responsibilities:

- Answered telephone and provided customer service.
 - Made bank deposit and do monthly deposit report.
 - Maintained accounts payable records.
 - Prepared cash variance report.
 - Maintained career profiles.
 - Processed insurance claims.
-

Education:

High School Diploma
Baldwin High School, Wailuku, HI

[Build your Resume Now](#)