
Head Clerk Resume

Job Objective

To obtain a Head Clerk position in a company that will allow me to grow with the company.

Work Experience:

Head Clerk, May 2004 – Present
Kroger, Trumbull, CT

- Developed and maintained superior intrapersonal skills with all employees.
- Trained and developed all department personnel and supervised.
- Administered to attain labor goals and department gross that has been established.
- Maintained the Check-in and Check-out of contract files in the file room.
- Assisted in the monthly and quarterly audit of the file room and assisted to back up other customer service representatives.

Head Clerk, March 2002– April 2004
Rutgers University, Trumbull, CT

- Performed diversified clerical duties and delivered assignments.
 - Managed validating data and resolving simple problems and balance report totals and system generated information.
 - Maintained departmental files and databases.
 - Resolved filing and recording issues and compiled reports.
 - Managed to open, sorts and route mail.
 - Responded to inquiries and resolved issues.
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Summary of Qualifications:

- Ability to record and maintain data in computerized and non-computerized formats
 - Ability to use online systems and automated bibliographic tools
 - Ability to communicate clearly and effectively
 - Ability to lift up to 60 lbs
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - Familiar with Word, Excel and database software
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks
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Education:

Associate Degree in Public Relations, Monroe Community College, Rochester, NY

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