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## Imaging Clerk Resume

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### Job Objective

To obtain an Imaging Clerk position and to contribute to the success and reputation of the company.

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### Work Experience:

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Imaging Clerk, May 2004 – Present

FedEx National LTL, Little Rock, AR

- Managed to operate various imaging equipment within the department.
- Mastered to scan documents on high speed scanners and store images in a centralized database.
- Researched to obtain documents stored in offsite facilities and scan microfiche images to an electronic database.
- Sorted and routed documents to respective work groups and ensured to take appropriate action for errors.
- Received documents from various internal sources and verified contents for accuracy and errors including blank pages, counts and skewed images.
- Prepared life insurance and annuity of documents for imaging.

Imaging Clerk, March 2002– April 2004

National Park Service, Little Rock, AR

- Rendered to operate various document scanning equipment.
  - Performed data entry of forms, routine correspondence and reports.
  - Managed to file materials in accordance with standard procedures and locate them.
  - Maintained records of materials removed from files, date-stamp materials and type labels.
  - Performed document retrieval and purging consistent with detailed indexing policies and procedures.
  - Adhered to safety and security procedures to ensure document security and confidentiality.
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### Summary of Qualifications:

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- Profound knowledge of document preparation, scanning indexing
  - Ability to perform complex data entry tasks
  - Outstanding knowledge of indexing policies and procedures
  - Good oral and written communication skills
  - Ability to handle multiple tasks
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### Education:

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Associate Degree Printing and Digital Graphic Imaging Technology, Monroe Community College, Rochester, NY

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