
Index Clerk Resume

Job Objective

To secure the position of Index Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Index Clerk, May 2004 – Present
Oregon Medical Group, Irving, TX

- Reviewed the documents related to indexed loan file.
- Identified exceptions and resolved by researching the issue and contacting the respective disbursing office.
- Processed business in accordance with government regulations, contract provisions and internal procedures and controls.
- Maintained current knowledge of contract and product provisions, administration of nationwide products, processing systems and related federal and state regulations.
- Performed administrative tasks to support the operations group.
- Managed to rely on instructions and pre-established guidelines for performance.

Index Clerk, March 2002– April 2004
Graebel Companies Inc., Irving, TX

- Provided quality customer service by demonstrating and understanding needs and emphasizing timely responses.
 - Ordered and maintained all information or inventory related to product area.
 - Provided prompt and thorough responses to internal and external inquiries.
 - Maintained all documents, information and applications of the unit.
 - Recorded, stored, analyzed, retrieved and prepared relevant information.
 - Participated in special projects as needed.
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Summary of Qualifications:

- Profound knowledge of contract and product provisions
 - Good Knowledge of federal and state regulations
 - Ability to handle sensitive and confidential materials
 - Good oral and written communication skills
 - Familiar with Word, Excel and database software
 - Ability to perform complex data entry tasks
 - Typing speed of 50 W.P.M
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Education:

Associate Degree in Commerce, Glendale Community College, Glendale, AZ

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