
Maintenance Clerk Resume

Job Objective

Seeking to obtain a Maintenance Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Maintenance Clerk, May 2004 – Present
Werner Enterprises, Edwardsville, IL

- Inspected incoming government and vendor procured material to determine acceptance and rejection based on adequacy of design in compliance with specifications.
- Managed to use materials handling equipment to move items of equipment to and from inventory control points.
- Utilized CMMS database tools.
- Planned maintenance orders and computed invoices.
- Tracked and run reports on maintenance issues by computing them.

Maintenance Clerk, March 2002– April 2004
Aerotek, Edwardsville, IL

- Coordinated, maintained, computed (on E-Time) and dispatched the activities of shuttle drivers over a designated geographic area.
 - Computed invoices and ordered basic maintenance requisites.
 - Managed to operate a supply stock room.
 - Maintained accountability and inventory controls on all received shipments.
 - Assisted the site manager in the preparation of shop and the site briefings.
 - Developed and sustained the yearly operations budget and other funding documents.
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Summary of Qualifications:

- Proficient in CMMS databases and GMP
 - Strong time-management and multi-tasking skills
 - Capable of determining priorities in a fast paced work environment
 - Sound Knowledge of maintenance department processes
 - Self motivated and able to work with little and no supervision
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
 - Ability to perform complex data entry tasks
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Education:

Associate Degree in Public Relations, Cuyahoga Community College District, Cleveland, OH

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