
OFFICE AUTOMATION ASSISTANT CLERK RESUME

Summary:

A highly motivated individual with years of solid experience in clerical jobs and functions; very dependable and has innate demonstrated ability to achieve high productivity standards and quality of work; ensures on-time deliveries and accurate data gathering and management; possesses the ability to work with minimal supervision, can adapt to changing environments and inter-cultural environments; maximizes budgets and handles production considering strict time constraints, without compromising quality of work; excellent interpersonal skills and is able to communicate and collaborate effectively with co-workers from all levels

Professional Experience:

Office Automation Assistant January 2007 – Present
Blue Onion Designs, New York

Responsibilities:

Organized various documents and reports using word processor and stored the data in the company's server backup drives.
Drafted contracts and reports by using word processing and spreadsheet software to ensure consistency in the format.
Completed all assignments in time and met all deadlines.
Compiled all data and reports, received emails and relayed phone calls to corresponding recipients.
Confirmed completed work and duties to ensure the accomplished work complied with the instructions and policies.
Office Automation Assistant May 2004 – December 2006
Blue Onion Designs, New York

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Office Automation Assistant May 2004 – December 2006
Blue Onion Designs, New York

Education:

Masters Degree in Economics, University of Arizona, 1999
Bachelor of Science in Business Management, University of Arizona, 1997

Skills/Certifications:

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills
- Knowledge in converting documents to word and spreadsheet formats
- Ability in organizing trainings and seminars

Associations/Organizations:

National Society of Clerks, Member

American Society of Automation Clerks, Member

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