
Office Automation Clerk Resume

Job Objective

To obtain an Office Automation Clerk position with a reputable organization.

Work Experience:

Office Automation Clerk
Indian Health Service, Elkhart, IN
March 2002– April 2004

- Received incoming telephone calls and personal inquiries.
 - Computed all necessary relevant data in appropriate forms or software
 - Performed difficult typing duties using automated equipment's.
 - Prepared correspondence, memoranda, and reports in draft and final form.
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Summary of Qualifications:

- Hands-on experience in using office automation equipment
 - Deep knowledge of latest office automation systems
 - Highly skilled in executing clerical functions using latest office automated system
 - Ability to improvise the efficiency of office automation systems
 - Ability to process and handle customer requests using office automated systems
 - Proficiency in Microsoft Word, Excel, Access, Spreadsheets and Power Point
 - Ability to write or compute data in appropriate forms
 - Ability to work in a variety of situations
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Education:

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

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