
Office Volunteer Resume

Job Objective

To obtain Office Volunteer position where my years of experience and training can be helpful to the organization.

Highlights of Qualifications:

- Wide experience in serving as office volunteer
 - Sound knowledge of office organizational procedures
 - Operational knowledge of office equipment
 - Proficient with Microsoft products and data entry operations
 - Ability to take directions from Manager and work accordingly
 - Ability to process incoming and outgoing mails
 - Ability to answer calls and perform clerical duties
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Professional Experience:

Office Volunteer

Roger Williams Medical Center, Charlotte, NC

August 2007 – Present

- Greeted and addressed guest queries.
- Maintained office lobby clean and organized.
- Operated office equipment such as printer and copier efficiently.
- Updated office databases with latest data.
- Planned and coordinated office events.
- Followed-up on outstanding items until closed.
- Assisted other office volunteers as needed.

Office Volunteer

Lafayette General Medical Center, Charlotte, NC

May 2004 – July 2007

- Maintained inventory of office products.
 - Answered phone calls and transferred calls to appropriate staff.
 - Responded to general inquiries through phone and email.
 - Assisted in development of promotional materials.
 - Updated Contact Information System (CIS) with latest data.
 - Provided basic administrative support services to Office Manager.
 - Involved in writing and editing office documents.
 - Provided assistance for long and short term projects.
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Education:

High School Diploma

Washington High School, Fresno, CA

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