
Operations Clerk Resume

Job Objective

To obtain an Operations Clerk position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Operations Clerk
Republic Services, Inc. , Wichita, KS
May 2004 – Present

- Identified and resolved transaction discrepancies.
- Ensured that the invoices are budget approved.
- Maintained budget files for audit purposes.
- Distributed production schedules and work orders to departments.

Operations Clerk
Waggener Edstrom, Wichita, KS
March 2002– April 2004

- Ensured coding, copying and filing invoices.
 - Reviewed container supply and prepared reports
 - Ensured to collect daily onsite container information and assisted dispatchers.
 - Maintained and processed operations information.
 - Distributed, collected and reviewed route sheets for proper billing and productivity reports.
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Summary of Qualifications:

- Hands-on experience in managing operations in a clerical environment
 - Vast knowledge of business operating procedures and processes
 - Skilled in prioritizing multiple operational tasks based on business needs
 - Familiarity with billing and documentation procedures and processes
 - Ability to handle pressure in a high volume environment
 - Excellent focus and attention to detail and accuracy
 - Proficient in Micro Office Suite and other related applications
 - Ability to provide quality services to customers
 - Ability prioritize and organize work
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Education:

Associate Degree in Commerce
Pima Community College, Tucson, AZ

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