
Order Entry Clerk Resume

Job Objective

To obtain an Order Entry Clerk position in a company that will allow me to grow with the company.

Work Experience:

Order Entry Clerk
Accountemps, Sacramento, CA
May 2004 – Present

- Managed to receive, open, and sort incoming packages.
- Distributed work to the appropriate personnel.
- Prioritized orders consistent with expectations.
- Identified the need for additional customer contact.

Order Entry Clerk
AppleOne, Sacramento, CA
March 2002– April 2004

- Entered all order's, revisions and quotes the same day as received.
 - Communicated order changes and other pertinent information to Transportation.
 - Sorted and distributed order copies to their respective coordinator.
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Summary of Qualifications:

- Vast experience in processing and recording customers' orders
 - Knowledge of processing orders in a manufacturing and distribution environments
 - Ability to track, process and update orders
 - Proficiency in handling customer orders via fax, email, and mail
 - Skills in building relationships with internal and external customers
 - Ability to maintain records of orders received, processed and delivered
 - Outstanding abilities in multitasking
 - Working knowledge in software applications and 10 Key data entry
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Education:

Associate Degree in Commerce
Cuyahoga Community College District, Cleveland, OH

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