
Peims Clerk Resume

Job Objective

To obtain a Peims Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Peims Clerk
Tata Corporation, Cincinnati, OH
May 2004 – Present

- Computed PEIMS data from handbook and demographic forms.
- Prepared and printed snapshot; daily, weekly and monthly reports; and end-of-semester and year reports.
- Maintained hard and soft copies of records.
- Processed and transmitted requests for student information and transcripts.
- Provided training and support to campuses and to business and personnel office staff.

Peims Clerk
Bound Corp, Cincinnati, OH
March 2002– April 2004

- Assisted counselors with new student registration.
 - Processed new student records, including requesting transcripts and records from other schools.
 - Ensured to set up cumulative folder, and computed student data into appropriate databases.
 - Prepared and processed 'Student Withdraw' documentation.
 - Assisted parents, students, and faculty with queries regarding student records.
 - Processed information and print verification sheets.
-

Summary of Qualifications:

- Ability to develop spreadsheets, databases, and word processing.
 - Proficient keyboarding and file maintenance
 - Ability to meet established deadlines
 - Ability to handle confidential information
 - Strong organizational, communication, and interpersonal skills
 - Ability to maintain accurate and auditable records
-

Education:

Associate Degree in Communications
Central Piedmont Community College, Charlotte, NC

[Build your Resume Now](#)