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## Personnel Clerk Resume

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### Job Objective

Seeking a Personnel Clerk position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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Personnel Clerk  
NORTHROP GRUMMAN, Dalton, GA  
May 2004 – Present

- Located lost documents and reconstructed information with different sources.
- Ensured to check references of applicants.
- Extracted information by asking appropriate routine follow-up questions.
- Managed to provide guidance to lower level clerks.
- Enrolled new employees with appropriate numbers and recorded changes.

Personnel Clerk  
RECLAIM YOUR NAME FLT, Dalton, GA  
March 2002– April 2004

- Performed routine assignments beyond the clerical level.
  - Administered payroll transactions and salary determinations.
  - Handled to utilize HRIS system.
  - Supervised subordinate clerical staff and evaluated staff performance.
  - Created and maintained personnel and employee files.
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### Summary of Qualifications:

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- Vast experience in maintaining and organizing personnel records
  - Deep knowledge of leave policies and payroll functions
  - Familiar with office procedures, practices and processes
  - High degree of confidentiality, professionalism and honesty
  - Organizational and time management skills
  - Ability to screen applicants for well-defined positions
  - Proficient in Microsoft Excel, Word, Spreadsheets, Outlook and other applications
  - Excellent Analytical and interpersonal communication skills
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### Education:

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Associate Degree in Commerce  
Salt Lake Community College, Salt Lake City, UT

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