
Poll Clerk Resume

Job Objective

To obtain a Poll Clerk position with a reputable organization.

Work Experience:

Poll Clerk

Tata Corporation, Trumbull, CT

May 2004 – Present

- Ensured to check voters' eligibility to vote in respective polling station.
- Checked and appropriately marked each Electors Number in the specific document.
- Administered to issue ballot papers to voters.
- Ensured to comply with Presiding Officers' instructions.
- Maintained cordiality answering voters' questions.

Poll Clerk

Bound Corp, Trumbull, CT

March 2002– April 2004

- Managed to help other polling station upon Presiding Officers' instructions.
 - Ensured to be present at the polling station 30 minutes prior and 15 minutes after specified schedule.
 - Ensured not to depart from the confines of the Polling Station during the hours of Poll.
 - Ensured to be polite and cooperative with the voters.
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Summary of Qualifications:

- Good communication skills in English
 - Awareness of voting procedure.
 - Ability to request identification of voters at polling place
 - Ability to answer questions concerning voting procedure
 - Ability to prepare official reports of election results
 - Ability to count valid ballots
 - Ability to assist the officials in any manner in conduct of elections
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Education:

Associate Degree in Communications

Glendale Community College, Glendale, AZ

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