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## Poll Clerk Resume

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### Job Objective

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To obtain a Poll Clerk position with a reputable organization.

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### Work Experience:

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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:

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- 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:

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Associate Degree in Communications

Glendale Community College, Glendale, AZ

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