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## Processing Clerk Resume

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### Job Objective

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To obtain a Processing Clerk position and utilize my experience and skills for the successful completion of each job task.

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### Work Experience:

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Processing Clerk  
FSS, Lynnwood, WA  
May 2004 – Present

- Prepared routine department-specific documents and correspondence.
- Reviewed account files and legal documents.
- Computed and retrieved Inspection Data from field reports.
- Managed tax processing, scanning, copying, and binding tax returns.

Processing Clerk  
Naval Supply Systems Command, Lynnwood, WA  
March 2002– April 2004

- Reviewed electronic coding queues.
  - Received date stamped charge tickets from the DP clerk and sorted accordingly
  - Confirmed accurate patient demographics on each ticket.
  - Provided feedback to providers regarding incorrect coding according to department policy
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### Summary of Qualifications:

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- Vast clerical experience in processing business files and documents
  - In-depth knowledge of processing billing cycles in a business environment
  - Familiar with office practices, processes and procedures
  - Skills in reviewing and processing accounts receivable and accounts payable records
  - Familiarity with data processing functions
  - Ability to assess, review and process inventory control
  - Knowledge of Microsoft Word, Excel, data entry and internet
  - Exceptional communication, reasoning and analytical skills
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### Education:

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Associates Degree in Office Administration  
Salt Lake Community College, Salt Lake City, UT

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