
Property Clerk Resume

Job Objective

To obtain a Property Clerk position with a reputable organization.

Work Experience:

Property Clerk

City of OshKosh, Overland Park, KS

March 2002– April 2004

- Ensured resident bill dates are accurate; and update the schedule accordingly.
 - Monitored department analytics to insure on time completion.
 - Produced and sent accurate reports to client properties.
 - Processed resident credit balances on cancelled, transferred, converted properties.
 - Reviewed inbound mail on a daily basis.
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Summary of Qualifications:

- Wide experience in managing properties in a business setup
 - Deep knowledge of inventory control systems
 - Ability to organize and update property records and documents
 - Ability to operate hand-trucks, pallet jacks and electric carts
 - Ability to handle warehouse equipment
 - Expertise in processing billing cycles
 - Familiar with Microsoft Word, Microsoft Excel, Power Point and other applications
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Education:

Associate's Degree in Criminal Justice

Owens Community College, Perrysburg, OH

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