
Record Clerk Resume

Job Objective

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

Work Experience:

Record Clerk

Shrink Corporation, Sacramento, CA

May 2004 – Present

- Maintained department files and records; and computed data and file cards.
- Generated reports compiling existing information.
- Ensured to prepared statements for billing accurately.
- Transcribed officer's interview notes, using Dictaphone and computer.
- Processed payments accurately adhering to company policies.

Record Clerk

SD&N Corp, Sacramento, CA

March 2002– April 2004

- Assisted other employees with copy machine and computers.
- Managed to make copies of various forms as required.
- Represented the company on events and business conferences.
- Computed necessary information into an automated record system.

Summary of Qualifications:

- Ability to work with people and work under pressure
 - Excellent customer service, reception, and telephone skills
 - Ability to deliver, Retrieve and sort 50 lbs. boxes
 - Ability to scan and copy documents
 - Ability to understand and read oral and written instructions, policies and procedures.
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Education:

Bachelor's Degree in Records Management

Central Piedmont Community College, Charlotte, NC

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