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## Records Clerk Resume

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### Job Objective

Seek a Records Clerk position where I can apply my experience and efficiently contribute to the company's growth.

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### Work Experience:

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Records Clerk  
JSA Healthcare, Bakersfield, CA  
May 2004 – Present

- Supervised all articulation processes, activities, and programs.
  - Managed grade and transcript processing and coordinated the grade petition process.
  - Ensured update of all program audit books are performed quarterly.
  - Processed all necessary paperwork for students, and for International students.
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### Summary of Qualifications:

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- Vast clerical experience in organizing and processing records and files
  - Deep knowledge in filing, indexing, creating and tracking of records
  - Skilled in running database queries and retrieving requested records
  - Familiarity with analysis of data in records
  - Ability to handle high volume of records and files
  - Ability to operate copier, typewriter and data entry terminal
  - Excellent Intrapersonal and communication skills
  - Familiarity with organizational rules, policies and guidelines
  - Excellent analytical, reasoning and interpersonal skills
  - Knowledge of Microsoft Word, Excel and related database software
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### Education:

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AAS Degree in Medical Office Assistant  
Pima Community College, Tucson, AZ

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