
Recreation Clerk Resume

Job Objective

To obtain a Recreation Clerk position that fully utilizes my experience and abilities.

Work Experience:

Recreation Clerk
Prompt Corporation, Somerville, NJ
May 2004 – Present

- Prepared and maintained recreation sites.
- Managed to brief visitors and answer their questions.
- Conducted visitor patrols on land and water.

Recreation Clerk
SD&K Corp, Somerville, NJ
March 2002– April 2004

- Conducted weekly safety training sessions.
 - Maintained recreation department records.
 - Ordered, maintained, and scheduled the repair of all recreation department equipment.
 - Ensured to remove litter removal from campgrounds and recreation facilities.
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Summary of Qualifications:

- Ability to maintain composure under stressful situations
 - Ability to maintain inventory price list
 - Ability to order, sell and receive merchandise
 - Ability to operate personal computer and basic software programs.
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Education:

Graduation from a High School
Leilehua High School, Wahiawa, HI

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