
Returns Clerk Resume

Job Objective

To obtain a Returns Clerk position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Returns Clerk

Freak Corporation, Sarasota, FL

May 2004 – Present

- Communicated with internal and external customers to accomplish breakdown of wholesalers.
- Performed special assignments or projects.
- Ensured to timely implement audit points.
- Advised incoming returns to officers.
- Ensured to report distribution.
- Verified and controlled Stop Payments: new, expired, suspect, hits and imaging.

Returns Clerk

Castle Corp, Sarasota, FL

March 2002– April 2004

- Ensured to transcribe formats and inputs accurately.
 - Managed to edit, retrieve and copy documents.
 - Transmitted correspondence, documents, data and graphics.
 - Managed to record, date stamps and distribute all incoming mails.
 - Received, directed and relayed telephone and fax messages.
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Summary of Qualifications:

- Ability to speak, read, writes and understands English
 - Basic computer skills and use of general office machines
 - Professional written and verbal communication via telephone and email
 - Ability to count, read, write and key in data accurately.
 - Self motivated, flexible and adaptable
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Education:

Bachelors Degree in Accounting

Community College of Rhode Island, Warwick, RI

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