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## Scanning Clerk Resume

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### Job Objective

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To obtain a Scanning Clerk position with a reputable organization.

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### Work Experience:

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Scanning Clerk

Utica First Insurance, Allison Park, PA

March 2002– April 2004

- Scanned, retrieved and printed engineering drawing into and from the database.
  - Handled reading incoming material.
  - Verified accuracy, sorted and coded according to file system.
  - Computed additional data to update files by searching for and investigating information.
  - Managed to scan materials, copied records, and examined for legibility.
  - Managed to implement changes to the filing system.
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### Summary of Qualifications:

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- Remarkable experience with filing, scanning, and photocopying documents
  - Proficient with Microsoft applications including Excel, Word, and Outlook
  - Skilled at Indexing batches of data once scanned into the imaging system
  - Ability to prepare and scan documents into optical imaging system
  - Ability to scan file packets into optical imaging system
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### Education:

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Associate Degree in Commerce

Houston Community College, Houston, TX

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