
Senior Clerk Resume

Job Objective

Seeking a Senior Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Clerk

UCSD Medical Center, Allison Park, PA

May 2004 – Present

- Managed to compose and type letters and other correspondence; mail and document.
- Handled all finances and accountings and resolved issues of related concern.
- Maintained logs and inventories and prepared related reports.
- Maintained legal agreements and other important documentation in electronic storage system.

Clerk

Pittsfield City, Allison Park, PA

March 2002– April 2004

- Compiled, copied, sorted, and filed records of office activities and business transactions.
 - Determined program eligibility and provided program benefits to clients.
 - Computed and retrieved program specific information and printed program documents.
 - Handled correspondence, mail, and bills.
 - Sorted and filed in an organized manner and ensured to review for accuracy.
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Summary of Qualifications:

- Ability to answer telephones, take messages, prepare outgoing mail
 - Ability to articulate information to management and customers.
 - Ability to maintain a positive working relationship
 - Ability to maintain office files and order supplies
 - Ability to prepare reports, correspondence, and memos
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Education:

Associate Degree in Commerce

Houston Community College, Houston, TX

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