
Statistical Clerk Resume

Job Objective

To obtain a Statistical Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Statistical Clerk

Montefiore Medical Center, Edwardsville, IL

May 2004 – Present

- Participated in voter registration and immunization data collection.
- Reviewed reporting procedures and statistical data.
- Furnished information relative to statistics, trends, budget and training.
- Administered editing quarterly and annual manpower requirements.

Statistical Clerk

Defense Finance & Accounting Service, Edwardsville, IL

March 2002– April 2004

- Reviewed materials from multiple sources, arithmetic and statistical calculations.
 - Assisted in evaluation and research problems by gathering data from various sources.
 - Performed complex statistical calculation and summarized results for professional.
 - Designed and implemented electronic data processing applications.
 - Prepared performance appraisals and presented formal evaluations to staff.
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Summary of Qualifications:

- Knowledge of techniques for projecting statistical data.
 - Working knowledge of MS office applications and computing data.
 - Excellent written and oral communication skills.
 - Ability to follow instructions and apply oral and written guidance.
 - Ability to work quickly and accurately within specific deadlines.
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Education:

Associate Degree in Commerce

Wayne County Community College, Detroit, MI

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