
Support Clerk Resume

Job Objective

Seeking to obtain a Support Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Support Clerk
Bombardier Transportation, Irving, TX
May 2004 – Present

- Processed credit card, carrier printing, embossing and match-merge.
- Ensured that all processes are completed within specific guidelines as mandated by VISA and MasterCard.
- Assisted with evaluation of transcripts from other colleges.
- Ensured maintaining quality and productivity standards.
- Assisted with maintenance of veteran's enrollment certification files.

Support Clerk
JPMorgan Chase, Irving, TX
March 2002– April 2004

- Assisted in providing maintenance and repair of facilities systems and structures..
 - Assisted in monitoring day to day production activities.
 - Assisted in making all changes authorized by the business to service.
-

Summary of Qualifications:

- Ability to perform duties with a high degree of accuracy and attention to detail
 - Ability to work with minimal supervision and prioritize tasks
 - Work under deadlines, be flexible, and maintain professional boundaries
 - Ability to keep all work information confidential
 - Ability to work in a team environment
 - Professional attitude and good organizational skills
-

Education:

Associate Degree in Commerce
Glendale Community College, Glendale, AZ

[Build your Resume Now](#)