
Tag Clerk Resume

Job Objective

To secure the position of Tag Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Tag Clerk

V&S Corporation, Portland, OR

May 2004 – Present

- Provided different tags to different goods.
- Administered changing of tag names.
- Updated tags to suit modern conditions.
- Maintained database of all kinds of tags.
- Assisted in maintaining logs, manual and computed.

Tag Clerk

Pond Corp, Portland, OR

March 2002– April 2004

- Provided suitable tags to the public on demand.
- Maintained records of all transactions.
- Provided admirable service to the members of the public.
- Provided clerical and internal support to department.

Summary of Qualifications:

- Good knowledge of different kinds of tags
- Extensive knowledge of office practices and procedures
- Ability to manage a busy workload
- Good team working skills.

Education:

Associate Degree in Communications

Pima Community College, Tucson, AZ

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