
Technical Clerk Resume

Job Objective

To obtain a Technical Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Technical Clerk

Tennessee Technology, New York, NY

May 2004 – Present

- Ensured to monitor day to day production activities.
- Assisted in making all changes authorized by the business to service.
- Maintained clear and concise source document files.
- Prepared maintenance and inspection reports and distribute to offsite customers.

Technical Clerk

Roane State Community College, New York, NY

March 2002– April 2004

- Computed data into the computerized maintenance tracking system from source documents.
 - Maintained the filing system of aircraft maintenance records.
 - Ensured all flight times & cycles are correct prior to updating the tracking system.
 - Created and maintained major alteration and repair listings.
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Summary of Qualifications:

- Excellent knowledge of IT applications and infrastructure elements
 - Ability to provided long range planning forecasts for budgeting
 - Excellent problem analysis and resolution skills
 - Working knowledge of database desktop, application and infrastructure.
 - Good communication skills
 - Ability to show initiative to take on assignments of a more advanced nature
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Education:

Associate Degree in Accounting

Community College of Rhode Island, Warwick, RI

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