
Town Clerk Resume

Job Objective

To obtain a Town Clerk position in a company that will allow me to grow with the company.

Work Experience:

Town Clerk

Webex Corporation, Brook Park, OH

May 2004 – Present

- Administered retaining, organizing, managing and preserving all of the Towns records.
- Prepared and recorded all Town Meeting actions.
- Maintained consistency and adhered to local, state and federal laws.
- Demonstrated municipal supervisory.

Town Clerk

Brick Corp, Brook Park, OH

March 2002– April 2004

- Administered to convene meetings and prepared agenda and reports.
 - Prepared financial reports on all relevant matters.
 - Prepared and maintained minutes of town board meetings.
 - Maintained all financial records of the council and carefully administered its finances.
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Summary of Qualifications:

- Knowledge of Town government including the Council-Manager form of government.
 - Ability to operate personal computers at a moderate speed with good accuracy.
 - Ability to maintain complex files and records.
 - Ability to communicate effectively in oral and written forms.
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Education:

Associate Degree in Public Administration

Pima Community College, Tucson, AZ

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