
Utility Clerk Resume

Job Objective

To obtain an Utility Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Utility Clerk
King George County, Wichita, KS
May 2004 – Present

- Inspected visually manufactured molds for defects.
- Operated a small, self-contained sand blasters.
- Conveyed material from storage or work sites to designated area.

Utility Clerk
Wells Fargo, Wichita, KS
March 2002– April 2004

- Managed utility and laundry work in accordance with department policies and procedures.
 - Ensured that the physical plant is cleaned and maintained in accordance with security, safety, and health standards.
 - Ordered and ensured an adequate supply of clean, properly fitting clothing for residents.
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Summary of Qualifications:

- Experience in principles and practices of supervision.
 - Ability to perform with methods, materials, and equipment used in performing utility and laundry work
 - Ability to administer relevant safety standards.
 - Ability to communicate well both orally and in writing.
 - Ability to supervise and evaluate the work of others.
 - Ability to work well with administration, staff, and outside resources
 - Ability to identify tags and labels to materials
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Education:

Associate Degree in Commerce
Glendale Community College, Glendale, AZ

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