
WIC Clerk Resume

Job Objective

Seeking a WIC Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

WIC Clerk

City of San Marcos, Little Rock, AR

May 2004 – Present

- Screened WIC Program applicants and participants and computed relevant data.
- Ensured to follow procedures for printing and distributing Food Instruments.
- Performed required ISIS reports and ensured to check stock inventory.
- Maintained daily files of WIC participants paper records in an orderly manner.
- Monitored Food Instrument (FI) printing and distribution activities.

WIC Clerk

Egyptian Health, Little Rock, AR

March 2002– April 2004

- Managed the organization of WIC Clerk office records.
 - Participated in all aspects of screening, scheduling appointments, and Food Instrument Security and Distribution.
 - Ensured to follow established work place, ergonomic and safety recommendations.
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Summary of Qualifications:

- Familiarity with WIC policies, procedures and objectives
 - Ability to maintain filing and computer systems
 - Proficient with MS office applications, scanning, faxing and emailing
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Education:

Associate degree in Emergency Medical Services

Owens Community College, Perrysburg, OH

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