
Work Order Clerk Resume

Job Objective

Seeking a Work Order Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Work Order Clerk
Health Quest, Little Rock, AR
May 2004 – Present

- Administered to supervise work order processes and standardization tasking.
- Ensured competency of all aspects of the electronic Work Order system and Work Order policy.
- Entered WO requests and updated accurately with clear descriptions and minimal spelling.
- Managed to take all Work Order requests received by telephone, e-mail and voice mail.

Work Order Clerk
Vassar Brothers Medical Center, Little Rock, AR
March 2002– April 2004

- Monitored WO mailbox and voice mail for incoming requests.
 - Ensured that all staff worksheets' updates are entered into the WO system at the end of each work day.
 - Communicated directly with engineering supervisors and staff about WO requests.
 - Generated WO reports as needed and requested.
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Summary of Qualifications:

- Excellent Work Order Communications
 - Ability to communicate with requestors as needed on updates concerning related job profile.
 - Ability to communicate and coordinate with other service departments
 - Ability to maintain a log of vendors
 - Excellent communication skills
 - Ability to communicate clearly, timely, and accurately
 - Ability to manage calls on hold when receiving multiple calls
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Education:

Associate Degree in Commerce
Wayne County Community College, Detroit, MI

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