**General Office Clerk**

ROBERT SMITH

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Road, Alabama.

# Objective

To work in a progressive company that has a highly motivating and challenging environment that can provide the best opportunities.

# Skills

Display Solid Working, Knowledge Of Standard Computer Applications, Including MS Word, Excel, Outlook And Power Point handle Queries And Requests For Information.

# Work Experience

## General Office Clerk

**FCI Federal** ­ October 2008 – 2019

* Employed for The Department Citizenship &amp; Immigration Services.
* Support the Citizen and Immigration Adjudications function by providing clerical and administrative support.
* Organizing and prioritize incoming files used to adjudicate forms submitted by applicants.
* Schedule fingerprint appointments and do any other security checks that may be required so that files are put back into the workflow.
* Responsible for interfiling correspondence, delivering cases to officers for adjudication,

checking cases on shelves for officers.

* Work with staff on a daily basis, other agencies and the general public at naturalization ceremonies at least once a month.
* Enter secure forms into a template with little or no error and destroy secure forms using a

shredder.

## General Office Clerk

**ABC Corporation** ­ 2005 – 2008

* Computer work, phones, set up for weekly tours, assembling all properties listed on the market for each week, updating any changes to listings as they came in.
* Daily communication with Realtors, Brokers, Mortgage/ Title Companies regarding confidential

information.

* Inventory and tracking of lock boxes; issuances, and recoupment of lock boxes.
* Weekly, monthly, and quarterly reports.
* Invitations to Quarterly luncheons and annual Christmas party.
* Receipt of all monies from ticket sales, auctions, and annual dues.
* As in all jobs filing (alphabetical and numerical), faxing, scanning, copying, and mail scales, petty cash, and some form of accounting..

# Education

Social Work - August 2013(Central New Mexico Community College)