

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 & 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.

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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)