

# Robert Smith

## *Jr. General Office Clerk*

### PERSONAL STATEMENT

Over 6 years of experience in Clerical and Administrative Support to include Client Support, Equipment Custodian, Record Management, Maintain scheduling and event calendars, Answer telephones and giving information to callers, taking messages and transferring calls to appropriate individuals.

### WORK EXPERIENCE

#### *Jr. General Office Clerk*

ABC Corporation - August 2011 - March 2013

##### *Responsibilities:*

- Ensured compliance to regulations by maintaining and tracking all records and training all employees.
- Safeguard, store, and secure Privacy Act Information.
- Reduced paper records by half by rebuilding records for 7 offices.
- Answered and quickly redirected up to 100 calls per day.
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.

#### *General Office Clerk*

ABC Corporation - 2010 - 2011

##### *Responsibilities:*

- During each day at CB Loans I had numerous task to do.
- It could range from shredding documents, working with different programs on the computer, to sorting files and cleaning.
- During my time at CB Loans I made new friends that I had certain relatable hobbies with.
- Also was able to learn different softwares on the computer and how to apply them when needed.
- Skills Used At the job I demonstrated a strong work ethic and a fast pace working speed.
- At times I would run out of things to do and start cleaning because I was done with what I was tasked.
- Was also very skilled and speedy on the computer, being able to type large amounts of words per minute..

### Education

Associate of Arts in Illustration - (Art Institute of Atlanta - Atlanta, GA)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@website.com  
[www.website.com](http://www.website.com)

### SKILLS

Customer Service  
Experience, Office, Computer-POS, Eagle  
Browser, Microsoft Office.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)