**General Office Clerk/Executive**

ROBERT SMITH

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Alabama.

# Objective

Results oriented Clerical and Customer Support Associate eager to bring strong interpersonal and administrative skills to a growing company in need of top-level support. Excellent organization, communication, and relationship building skills. Articulate and friendly with a professional demeanor as well as flexible and personable. Very detail oriented, willing to learn and to take on new challenges.

# Skills

Have worked with Point of Sale, Eagle Browser, Taps, QuickbooksMicrosoft Office and Word, Eagle Browser and POS, Quickbooks, Office machines, Typing, Phone Etiquette, Customer Service Skills, Postage Machines, Faxing.

# Work Experience

## General Office Clerk/Executive

**ABC Corporation** ­ May 2006 – January 2007

* Operated keyboard and other data entry Organized and schedule meetings and appointments and maintain contact lists.
* Produced and distributed correspondence memos, letters, faxes and forms.
* Assisted in the preparation of regularly scheduled reports.
* Develop and maintain a filing system; ordered office supplies and submit and reconcile expense reports.
* Opened, sorted and distributed incoming mail; scheduled appointments and maintained a

calendar.

* Efficiently answered telephones and directed calls.
* Provided tutoring assistance to students with disabilities as well as the general student population, which included.

## General Office Clerk

**ABC Corporation** ­ 2004 – 2006

* Operate office machines, such as photocopiers and scanners, and personal computers.
* File and maintain, personal information, and web systems, manually and using a computer.
* Communicate with GAIN participants, and staff to answer questions, explain information, and address complaints.
* Ask participants via phone or one-on-one, personal information such as full name, address,

contact information, job interests, and work experience and input data into Salesforce.

* Proof read and format resumes in a chronological order, and email finalized resumes to participants for their own personal access.
* Search for upcoming and future job fairs, job leads, and recruitments.
* Update public LACOE GAIN website and inform, and email upcoming employment opportunities to all GAIN applicants..

# Education

Certificate in Child Development - (Glendale Community College - Glendale, CA)