Phone: (0123)­456­789 **|** Email: info@website.com **|** Website: Website.com

**SUMMARY**

Self­motivated AP processor offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail­oriented with extensive bookkeeping and clerical knowledge. Reliable, dependable and flexible team player; equally effective working independently. Twenty years data entry experience, cross trained in other departments.

**CORE COMPETENCIES**

Microsoft Office Suite, Word Processing, Typing 45.

**PROFESSIONAL EXPERIENCE**

# General Office Clerk

**ABC Corporation ­ May 2006 – January 2007**

**Key Deliverables:**

* Verified details of transactions, including funds received and total account balances.
* Mailing out invoices, organizing files, and other office duties.
* Coded the general ledger and processed vendor invoice payments in Baan software to proper departments.
* Revamped accounting quality system to prepare for important audits.
* Entering Visa and American Express payments for processing through POS Partner system.
* Entering information in Accounting Software, Fixed Asset System.
* Preparing check deposits for Accounts Receivable; Attaching bank check receipts with company invoicing..

# General Office Clerk

**ABC Corporation ­ 2005 – 2006**

**Key Deliverables:**

* Apr 2010 ­ Feb 2012 Schofield Barracks / Ft.
* Shafter, HI Jul 2009 ­ Mar 2010 Yongsan ­ Seoul, South Korea Served as a Verifying official in the identification (ID) cards section for the Department of Defense (DoD).
* Responsible for issuing military identification cards and identification tags based on verification of customer eligibility.
* Accounted for, controlled, verified, and issued military identification cards for service members, military retirees, family members, and other eligible recipients.
* Researched and reviewed source documents, verifying eligibility, and discussing entitlements in accordance with military regulations.
* Ensured all computers are operated, maintained and protected according to security procedures and act as a primary point of contact for security matters.
* Answered telephone, made appointments for customers, greeted customers, general customer service, daily office administration.

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**EDUCATION**

* Computer Information Systems ­ 1994(Reading Area Community College for Computer Information Systems ­ Reading, PA)