**Office Clerk Resume Sample 1**

**Elizabeth Bishop**  
469 Green Street, Cheyenne, Wyoming, 77551  
*ebishop@email.com*  
456-321-6987

**A. Summary**

Efficient office clerk, skilled in delivering accurate and detailed administrative services. Excels at completing work in a deadline-focused environment, and prefers fast-paced industries. Experienced in always maintaining confidentiality. Proven ability to coordinate schedules to avoid any conflicts. Demonstrated skills in data collection, report creation, and training of new employees.

**B. Working Experience**

**January/2004 - September/2017 - Tilly's Technology Solutions - Cheyenne, Wyoming**

**Responsibilities:**

* Performed scanning of documents, up to 50 each day, and made sure they were logged correctly
* Distributed confidential letters to senior staff
* Assisted in payroll activities for a staff of 100
* Answered incoming calls, up to 60 each day
* Delivered messages throughout the office
* Greeted any clients who walked in through the door

**Achievements:**

* Received "Most Valuable Employee" Award in 2015 and 2016
* Oversaw internship crew of 8 from community college each fall
* Analyzed company's data entry system, and made recommendations for improvements, which lessened our company downtime

**July/2000 - January/2004 - Alan Creek Industries - Cheyenne, Wyoming**

**Responsibilities:**

* Delivered administrative support for entire company, which included 50 people
* Compiled data daily, and created weekly reports from the data
* Managed inbound and outbound memos, reports, and other correspondence
* Greeted visitors when they arrived, and provided customer service
* Arranged travel for management and administrative staff, including flying and hotel arrangements
* Sorted and distributed all incoming mail

**Achievements:**

* Promoted to head of supplies and delivery
* Directed tasks and performed evaluations of lower level clerks
* Hired and trained new administrative staff

**C. Education and Academic Training**

Associate of Science, Business Administration, Richard Barnes Memorial Community College, Cheyenne, Wyoming, 1999  
Diploma, Edward Cunningham High School, Cheyenne, Wyoming, 1997

**D. Job Related Skills**

* Microsoft Office
* Typing skills: 90 WPM
* WordPerfect and Lotus 1-2-3
* Office management
* Data analysis
* Report creation

**E. General Skills**

* Bilingual in English and Spanish
* Written communication, effectively and concisely
* Verbal communication and interpersonal skills
* Attention to detail
* Organizational skills
* Team player