**Office Clerk Resume Sample 2**

**Damian Luther**  
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**A. Summary**

Office clerk skilled in office management and sales support. Experienced in handling accounts payable/accounts receivable and other related payroll tasks. Efficient in multitasking, and used to managing customer service, inventory control, and invoicing. Knowledgeable in data entry, merchandising, purchasing, and reports management. Looking for position that will allow me to continue to explore my multitasking abilities, and positively influence my growth, as well as the company's future interests.

**B. Working Experience**

**March/2005 - September/2017 - Johnson & Alexander LLC - Boise, Idaho**

**Responsibilities:**

* Scheduled meetings and coordinated office activities
* Maintained a clean and efficient supply closet
* Sorted incoming and outgoing mail
* Recorded receivables
* Greeted all walk-in clients

**Achievements:**

* Developed office operations manual
* Initiated new training program for administrative personnel
* Delivered recommendations for changes in key policies and procedures, which resulted in "Most Dedicated Employee" Award
* Oversaw banking and deposits, as well as general payroll distribution

**September/2000 - March/2005 - Sandsmark Industries - Boise, Idaho**

**Responsibilities:**

* Answered multi-line telephone system
* Maintained office files and mailing lists
* Collected information required by the office staff or management
* Prepared all meeting agendas
* Utilized office equipment, including personal computers, scanners, and fax machines

**Achievements:**

* Coordinated complex travel arrangements for management
* Organized annual state-wide business meetings
* Recognized regularly by leadership for ability to pay attention to detail

**C. Education and Academic Training**

Associate of Science, Business Administration, Boise Community College, Boise, Idaho, 2000  
Diploma, Alexander Hamilton High School, Boise, Idaho, 1998

**D. Job Related Skills**

* Words Per Minute: 72
* Transcription
* Payroll software
* PC skills, including Internet applications and Microsoft Office
* Multi-line phone
* Dictation

**E. General Skills**

* Time management
* Listening and customer service skills
* Critical thinker
* Effective problem-solver
* Organized and detailed