A picture containing thing, object

Description generated with high confidence

CLERICAL RESUME

45 Winfield Dr. Charleston, SC 90764

HamiltonA@gmail.com

123 . 456 . 7890

CAREER OBJECTIVE

PROFESSIONAL EXPERIENCE

EDUCATION

KEY SKILLS

Team Leadership

POS Systems

MS Office Suite

Spanish / English

State-Recognized Debate Skills

Problem Solving

CERTIFICATIONS

from Resume Genius

College graduate with international internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

B.A. SOCIOLOGY  
*Southern New Hampshire University, Concord, NH  
2018*

A.A. COMPUTER SCIENCE  
*Southern New Hampshire University, Concord, NH  
2015*

OFFICE CLERK INTERN   
*Gamma Corporations / Liverpool, U.K*

*April 2016 - Present*

* Assist in document scanning (100+/day) and log them in the company’s proprietary computer system for future review by other internal departments, as well as the company’s international offices.
* Assist in typing and distributing confidential letters for senior members daily.
* Lead internship team of 8 in developing new inventory filing system.

* Observed payroll activities for 250+ employees, including the posting of checks each month.
* Assisted in answering incoming calls (avg. 60/day), helping resolve issues between customers and the billing department.
* Helped in analyzing all company data-entry systems and assisted in preparing recommendations for system-wide efficiency improvements.

WORDPERFECT 5.1 / 2017

BASIC SIGN LANGUAGE PROFICIENCY / 2014  
*Granite State College*

*Concord, NH*

JUNIOR ASSISTANT PAYROLL CLERK

AND CUSTOMER SERVICE

*Sema Copies / Concord, NH*

*February 2015 - March 2016*

DEAN'S LIST / 2014-2015 *Southern New Hampshire University*

MOST DEDICATED INTERN

2017 / *Gamma Corporations*

AWARDS

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)