

George Dann, Office Clerk

9 Wall St, New York, 10005, USA, 890-555-0401, example@email.com

Date of birth	1995/20/03	Nationality	USA
Place of birth	New York	Driving license	Full

PROFILE

Reliable Office Clerk with 5 years experience of performing administrative and secretarial duties with strong communication skills for optimum service and positive attitude towards getting a job done.

EMPLOYMENT HISTORY

Feb 2016 – Present **Office Clerk, Forrest Solutions Group** New York

Forrest Solutions Group is a global leadership platform for strategic collaboration among value chain partners in the forest products sector. As an Office Clerk at FSG, my core activities included:

- Preparing meeting agendas, taking care of transcribing minutes, and circulating this to the staff; it enhanced the communication level and kept staff updated.
- Resolving routine questions; refers unusual cases to supervisor.
- Maintaining records, checking/retrieving data from various sources, and preparing reports as needed.
- Maintaining and creating file system, adhering to standard procedures and schedules, handling file requests and/or productivity logs.
- Utilizing personal computer, typewriter, and other standard office equipment for recording, storing, receiving and presenting information.

Apr 2013 – Jan 2016 **Office Clerk, The Adecco Group** Pennsylvania

The Adecco Group is the largest temp staffing firm in the world and a Fortune Global 500 company. As an Office Clerk, my core activities included:

- Improved company reputation by accepting ownership for accomplishing new and different requests; exploring opportunities that added value to job accomplishments.
 - Co-ordinating and maintaining staff administrative records such as staff parking, staff phones and company credit cards.
 - Distributing emails and the rate of correspondence reduced by 42%
 - Served customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; and keeping customers informed of order status.
 - Acting as an information and communication distributor for the office, which contributed to work efficiency.
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SKILLS

Clear communication	Expert with Microsoft Office
Highly organized	Problem-solving
Attention to detail	Fluent in English and Spanish
Proactive	

EDUCATION

2011 **St. Joseph's College New York, Marketing, Public Relations and Advertising Certificate** New York

2007 – 2011 **Walter Panas High School, Cortlandt Manor, High School Diploma** New York