

GEORGE DANN

OFFICE CLERK

INFO

Address 9 Wall St, New York,
10005, USA

Phone 890-555-0401

Email example@email.com

DATE / PLACE OF BIRTH

1995/20/03
New York

DRIVING LICENSE

Full

NATIONALITY

USA

SKILLS

Clear communication

Expert with Microsoft Office

Highly organized

Problem-solving

Attention to detail

Fluent in English and Spanish

Proactive

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

Office Clerk, Forrest Solutions Group

New York

Feb 2016 - Present

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.

Office Clerk, The Adecco Group

Pennsylvania

Apr 2013 - Jan 2016

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.

EDUCATION

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

New York

2011

Walter Panas High School, Cortlandt Manor, High School
Diploma
2007 - 2011

New York