



# George Dann

Office Clerk

New York, USA 890-555-0401

## Details

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

### Date / Place of birth

1995/20/03  
New York

### Nationality

USA

### Driving license

Full

## 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

### Feb 2016 – Present

New York

### Office Clerk at Forrest Solutions Group

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

Pennsylvania

### Office Clerk at The Adecco Group

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

2011

New York

**St. Joseph's College New York**

Marketing, Public Relations and Advertising Certificate

2007 – 2011

New York

**Walter Panas High School, Cortlandt Manor**

High School Diploma