



# George Dann

Office Clerk

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**NATIONALITY** USA

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**DATE / PLACE OF BIRTH** 1995/20/03 / New York

**DRIVING LICENSE** Full

## 01 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.

## 02 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.

### 03 SKILLS

Clear communication

Highly organized

▣ Attention to detail

Proactive

Expert with Microsoft Office

Problem-solving

▣ Fluent in English and Spanish

### 04 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