



# 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

Feb 2016 – Present 📍 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.

### Office Clerk, The Adecco Group

Apr 2013 – Jan 2016 📍 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.

## Education

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

2011  New York

Walter Panas High School, Cortlandt Manor, High School Diploma

2007 - 2011  New York