

ROBERT SMITH

Automation Clerk/Technician

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Objective is to obtain a position with a growing company that will utilize both professional, and person skill that have acquired.

CORE COMPETENCIES

Operating Systems, Microsoft Office, Outlook, SharePoint.

PROFESSIONAL EXPERIENCE

Automation Clerk/Technician

ABC Corporation - June 2012 – September 2012

Key Deliverables:

- Assisted coworkers and government contractors in completing a task such as documents and projects associated with their workload.
- Gained expertise by creating documents using applications such as Microsoft Word, Microsoft Outlook E-Mail, Microsoft Excel Microsoft Powerpoint.
- Scheduled meetings with CEOs, managers, and supervisors of the command.
- Attended meetings and recorded meeting minutes. Possess a Security Clearance, DoD personnel.
- Successfully typed meeting minutes and were sent to co-workers emails at an appropriate time.
- Answered phones and emails, made multiple copies using a copier and fax machine.
- Operate and monitor communications systems, make recommendations to superiors and use computers to enter access or retrieve data.

Automation Clerk

ABC Corporation - 2008 – 2012

Key Deliverables:

- Perform sorting of mail using zip sort machine and hands.
- Sorted incoming and outgoing state and local mail.
- Made minor adjustments to machine and fixed jams .Exceed production goals.
- Stamped and taped mail torn in machine parts.
- Placed mail in proper mailbox using zip code method Provide customer service and data entry.
- Performed other duties described by supervisor.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Business Administration, Criminal Justice - 2011(Livingstone College - Salisbury, NC)

