Robert Smith

Calendar Clerk

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To accept a challenging Calendar Clerk position with a progressive company that will utilize my knowledge, experience and skills, offering me the ability to be an asset and of benefit to the organization.

WORK EXPERIENCE

Calendar Clerk

ABC Corporation - November 1997 – January 2000

Responsibilities:

- Responsible for the Spanish/English Interpreting and Translator Department.
- Solely responsible for facilitating certified Spanish interpreters and or translators on a daily basis to a variety of legal matters within and outside the country for a wide variety of clients.
- Daily contacted with legal, medical, insurance and a variety of businesses and government agencies within the State of California.
- Compiled all necessary information from the client such as specifications and/or needs.
- Conversed with personnel to address questions, problems, and requests for service.
- Received and prepared work order records and maintained files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.
- Prepared daily work and run schedules of interpreters for a variety of legal needs for our clients.

Calendar Clerk

Delta Corporation - 1996 – 1997

Responsibilities:

- Designed and integrated the daily Senate calendar for 150 + constituents and the Legislative body.
- Prepared needs assessments and facilitated 15 committee meetings to ensure a comprehensive approach to the daily Senate calendar.
- Managed and lead a five member legislative team to improve the Docket Room procedures, coordination, and delivery of bills and floor procedures.
- Schedule attorney to appear in court Call court regarding case information and hearing dates File proper documentation to the court for future .
- Accurately maintained court calendar Opened files for new clients Helped to create a comfortable setting for clients when they entered the office .
- Scheduled depositions, court appearances, trials and IMEs.
- Independently drafted correspondence, wills, and health care proxies.

SKILLS

Bilingual, Medical Terminology, Microsoft Office, Customer Service, Public Speaking, Presentations, Type 45 Wpm.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

Education

BS In Education

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**