



# NOAH WILLIAMS

Check Processing Clerk

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Data Entry Skills



Organizational Skills



Check Reconciliation



Data Verification



Fraud Detection



## INTERESTS

📖 Blogging

📖 Birdwatching

📖 Traveling

📖 Sports Coaching

## STRENGTHS

⚙ Planning

⚙ Positivity

⚙ Pragmatism

⚙ Resourcefulness

## LANGUAGES



English  
80%



Portuguese  
80%



Swahili  
80%

## ACHIEVEMENTS

★ Achieved 99% accuracy in check processing over 10 years.

★ Reduced processing time by 20% through workflow optimization.

## PROFESSIONAL SUMMARY

Detail-oriented Check Processing Clerk with 10 years of experience in processing checks, ensuring accuracy, and maintaining compliance. Proven ability to manage high-volume transactions efficiently while providing excellent customer service.

## WORK EXPERIENCE

### Check Processing Clerk

📅 Dec / 2018-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Processed and verified checks for accuracy, ensuring compliance with banking regulations.
2. Entered batched checks into the system, maintaining a 99% accuracy rate.
3. Conducted research to locate and retrieve stored checks for customer inquiries.
4. Sorted checks to eliminate foreign objects, ensuring smooth processing.
5. Prepared checks for scanning, enhancing workflow efficiency.
6. Managed indexing and depositing of checks into appropriate accounts in a timely manner.
7. Utilized advanced systems for scanning, indexing, and routing checks effectively.

### Check Processing Clerk

📅 Dec / 2014-Dec / 2018

Lakeside Apparel Co

📍 Chicago, IL

1. Processed utility payments, ACH items, and incoming/outgoing wires accurately.
2. Monitored NSF accounts, ensuring timely resolution of discrepancies.
3. Interacted with customers to explain check cashing processes and payment details.
4. Entered insurance diagnostic codes and managed co-pay transactions efficiently.
5. Encoded checks for various clients, maintaining meticulous records.

## EDUCATION

### Associate of Applied Science in Accounting

📅 Dec / 2011-Dec / 2014

City College

📍 Phoenix, AZ

Focused on financial principles, accounting practices, and check processing systems.