

ROBERT SMITH

Clerical Aide/Executive

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To obtain a position as a paralegal with a firm that is seeking a motivated worker. Recent graduate with a focus of study in political science and paralegal studies and have work experience in the clerical field.

2003 - 2011

CLERICAL AIDE/EXECUTIVE - ABC CORPORATION

- Performs responsible clerical and data entry work.
- Works collaboratively with district schools.
- Works collaboratively with non-attend, parochial and charter schools.
- Assists and provide the parents with referrals for evaluation.
- Enter all documents on Special Education students and ensuring that the sequence of these documents is maintained and errors are brought to the attention of appropriate source.
- Monitors weekly Cap reports to ensure compliance with NYS/NYC laws and regulations.
- Responsible for the data entry of transportation.

1999 - 2003

CLERICAL AIDE - SAN JOAQUIN DELTA COLLEGE CALWORKS

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Compute, record, and proofread data and other information, such as records or reports.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars, and arrange appointments.
- Deliver messages and run errands.

EDUCATION

Bachelor of Arts - (The College of New Rochelle - Bronx, NY)

SKILLS

Clerical, Secretarial, Administrative Assistant, Data Entry, Customer Service, Computer Skills.