Clerical Officer

ROBERT SMITH

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Objective

Solid Administrative, accounting and management experience Experienced with cash and cheque processes Experienced with accounts receivables, accounts payables, payroll functions and audits Prepared monthly reports and performed Human Resource functions Implemented processes to carry out functions Computer Literate.

Skills

Microsoft Office, Criminal Justice, Forensic Analysis.

Work Experience

Clerical Officer

ABC Corporation - May 2002 – August 2008

- Supervised offenders in a housing unit setting where their daily routine was monitored and documented.
- Maintained order through conflict resolution abilities, experience and knowledge of institutional policies.
- Worked a two position post alone with exceptional results reducing the need for overtime.
- Analysed population statistics and prepared daily reports for corrections central office.
- Managed housing assignments and court appointments for up to 600 offenders with minimal errors.
- Certified by Tennessees Bureau of Investigation, responded to government agency teletypes that included warrant entry.
- Performed criminal background investigations for Human Resources assisting in the hiring process for new candidates.

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Delta Corporation - 1999 – 2002

- Worked in the Radiology Department Took part in off-siting of x-ray packets Answered phones and helped patients at the radiology reception desk.
- Worked in the Medical Records and Best Practice Departments Filed medical documents in numerical order Worked in a team for an off-siting project.
- Montego Bay Performed clerical duties as they were assigned.
- Composing and issuing letters for interest owed on tax arrears Handling taxpayers inquiries on the telephone Utilizing Microsoft Excel to document .
- Stirling, Scotland Converting the patient paper files to Microfiche.
- This was a temporary post to complete this process.
- Employee Discipline Unit (Federal Work Study) Filed employee documents; retrieved files for staff members Answered phones, took messages and routed .

Education

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BA In Information Technology

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