

# JAMES CLARK

## Computer Clerk

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📍 Los Angeles  
🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Results-focused Computer Clerk with 5 years of experience in managing data systems and ensuring operational efficiency. Expertise in troubleshooting technical issues, maintaining data integrity, and optimizing workflows. Passionate about enhancing productivity through effective communication and meticulous attention to detail, contributing to the overall success of the organization.

### WORK EXPERIENCE

#### Computer Clerk

Pineapple Enterprises

📅 Apr / 2021-Ongoing

📍 Santa Monica, CA

1. Performed scheduled server maintenance to ensure optimal system performance.
2. Installed, configured, and diagnosed network connections for seamless operations.
3. Provided comprehensive support for PCs, mobile devices, printers, and applications.
4. Documented solutions for recurring technical issues to enhance support efficiency.
5. Identified and remediated potential vulnerabilities to strengthen system security.
6. Imaged and deployed new computer equipment, ensuring timely setup.
7. Repaired and replaced hardware components, maintaining accurate inventory records.

#### Computer Clerk

Silver Lake Enterprises

📅 Apr / 2020-Apr / 2021

📍 Seattle, WA

1. Supported daily operations in a family-owned business through effective data entry.
2. Processed customer orders and managed billing cycles using a custom software application.
3. Utilized remote terminals to input and retrieve inventory data accurately.
4. Assisted with filing, accounting tasks, and general office duties such as copying and faxing.
5. Managed client access to the company's online resources through account administration.
6. Collaborated with team members to enhance service delivery and operational efficiency.

### EDUCATION

#### Associate of Applied Science in Computer Information Systems

Tech Valley Community College

📅 Apr / 2019 - Apr / 2020

📍 Chicago, IL

Focused on data management, network systems, and technical support.

### SKILLS

Customer Relationship Management

Customer Relationship

Software Troubleshooting

Data Entry Procedures

Customer Database

Input Accuracy

### INTERESTS

🎮 E-sports

★ Theatre

★ Surfing

🎨 Art

### STRENGTHS

🤝 Empathy

✅ Accountability

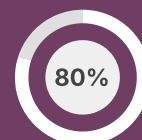
👂 Listening

🔄 Adaptability

### LANGUAGES



English



Italian



German

### ACHIEVEMENTS

★ Reduced data entry errors by 20% through process improvements.

★ Streamlined inventory tracking system, improving accuracy by 30%.