



BENJAMIN LEE

Copy Clerk

PROFESSIONAL SUMMARY

Motivated Copy Clerk with 2 years of hands-on experience in document preparation and office operations. Proficient in maintaining organized filing systems, ensuring accuracy, and supporting administrative workflows. I am eager to contribute to team success by leveraging my skills in record management and customer service.

WORK EXPERIENCE

Copy Clerk

WidgetWorks Inc.

Jun / 2024-Ongoing

Denver, CO

1. Collected and sorted title paperwork according to copy guidelines for distribution.
2. Organized legal binders and printed documents for attorneys, ensuring timely access.
3. Managed the electronic data entry for miscellaneous projects with high accuracy.
4. Maintained filing systems and logs, ensuring efficient handling of incoming mail.
5. Generated local briefs and reports from government statistics for internal use.
6. Operated office technology and copy machines, providing support for daily operations.
7. Executed large-scale document projects based on customer specifications.

Copy Clerk

Cactus Creek Solutions

Jun / 2023-Jun / 2024

Phoenix, AZ

1. Prepared materials for scanning and copying in accordance with client specifications.
2. Operated various office machines, including photocopiers and binding equipment.
3. Input documents using specialized software for efficient processing.
4. Conducted quality control checks to ensure adherence to established guidelines.
5. Managed high-volume copy requests, including color prints and blueprints.
6. Coordinated shipping of loan packages while maintaining accuracy in documentation.

EDUCATION

Associate of Applied Science in Office Technology

Central Community College

Jun / 2022 - Jun / 2023

Phoenix, AZ

Focused on office management and document preparation techniques.

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS

Document Handling Skills



Proofreading



Basic Accounting



Interpersonal Skills



Office Equipment Operation



Workflow Optimization



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

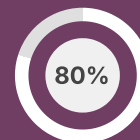
Tenacity

Vision

LANGUAGES



English



French



Italian

ACHIEVEMENTS

Streamlined document retrieval process, improving efficiency by 20%.

Successfully managed the filing system, reducing retrieval time by 30%.