

# ROBERT SMITH

## Sr. Deputy City Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Organized and professional. Administrative Assistant specializing in administrative support to busy law offices. Committed to delivering high quality results with little supervision.

### CORE COMPETENCIES

Microsoft Word, Microsoft Excel, Microsoft Outlook, Peachtree Accounting, QuickBooks Accounting Software, Accounting.

### PROFESSIONAL EXPERIENCE

#### Sr. Deputy City Clerk

**ABC Corporation - August 2000 – February 2008**

##### Key Deliverables:

- Assisted in planning, organizing, and coordinating support activities, operations, and functions related to the assigned office.
- Processed liquor license applications, validates information, ensures adherence to Colorado Liquor Code and Village regulations.
- Performed a variety of records management duties, including data entry, scanning, editing, coordination, retention and destruction.
- Conducted file research and certifies documents.
- Acted as records liaison for Village departments as assigned.
- Prepared index for optical scanned documents.
- Responsible for optical scanning documents for department.

#### Deputy City Clerk

**Delta Corporation - 1999 – 2000**

##### Key Deliverables:

- Served as Arapahoe County Deputy Clerk for voter registration.
- provides clerical and administrative support as required during elections.
- Provided information and assistance to the public in person and over the telephone regarding meetings, ordinances and agendas, and licensing requirements.
- Distributes applications, permits and other material; responded to, resolved or directed inquiries and complaints.
- Provided administrative and clerical support in a variety of meetings, including the City Council Meeting and City Retirement Board.
- prepared agendas and compiled City Council Packets in Granicus.
- recorded minutes; transcribed minutes.

### EDUCATION

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- Bachelors of Applied Science in Business Administration - 1992(Lake Michigan College - Benton Harbor, MI)