Robert Smith

Document Clerk

CONTACT DETAILS

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PERSONAL STATEMENT

As Documentat Clerk, responsible for organizing and transmitting information to people associated with organization internally & externally will ensure that everyone is well informed about the happenings in the business.

WORK EXPERIENCE

Document Clerk

ABC Corporation - February 2001 – February 2005

Responsibilities:

- Responsible for making and filing documents in all batch logs in every project.
- Responsible in making daily reports.
- Responsible in accomplishing documentation, filing and transaction errands.
- Responsible for preparation, logging and monitoring of transmittal documents, memos.
- Supported for front desk reception, which may include greeting clients/assisting with deliveries.
- Provided document management and client file tracking for 3 partners and their associates Processed daily deposit of high volume receivables to firm.
- Indexed documents using multiple computer screens and windows.

Document Clerk

ABC Corporation - 2000 – 2001

Responsibilities:

- Attending college, managed filing systems and assisted litigators in their preparation of briefs, motions, and petitions by providing them .
- Filed documents with the clerk of courts and assisted paralegals with research.
- Consist of Receiving files, distribution and updates the bills and documents in the Assembly Document Room, Responding to all bill request by phone, .
- Researched data boxes and inventoried for offsite storage in Access.
- Filed financial servicing documents in vault file room.
- Gave works to the encoders.
- Photocopied and filled of documents/log sheets.

Education

High School Diploma - August 2009(AMA School of Nursing)

SKILLS

Customer Service, Microsoft Office, Dispatch, Data Entry, Organizational.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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