

ROBERT SMITH

Documentation Clerk

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Phone: (0123)-456-789

SUMMARY

Highly effective leader, with exceptional work ethic, looking to fulfill my passion by working in the legal field, where my classroom and hands-on training will be an asset to any organization that should find my skills to be a benefit to their company.

SKILLS

Microsoft Applications, Documentation Skills.

WORK EXPERIENCE

Documentation Clerk

ABC Corporation - January 2002 – February 2008

- Prepared documentation for expedited freight.
- Worked extensively with Microsoft Word, Excel, PowerPoint, and KeyPoint Logistics.
- Sorted unorganized boxes.
- Inserted documents in Documentum.
- Made file inserts and labels for boxes ready to scan.
- Searched for invoices in SAP.
- Worked on many projects at one time.

Documentation Clerk

Delta Corporation - 1998 – 2002

- Prepared folders for documentation purposes.
- Checked labels on folders and put folders in order by documentation numbers.
- Printed, copied, and labeled all folders necessary for documentation.
- Kept a book of numbers in order for the TEMA operation documents.
- Handled extensive emails and phone calls from steamship lines and agents overseas as well as an extensive amount of files for the steamships manifest.
- Discharged and released mortgages, including home equity loans and airplane (FAA) mortgages
Sent Letter-of-Guarantees Sent payoff letters and the .
- Follow appropriate safety procedures while driving trucks to destination of NSI location or customer locations Check vehicles to ensure that .

SCHOLASTICS

- Bachelor Of Science In Psychology