ROBERT SMITH

Field Clerk I

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

SUMMARY

Professional Construction Field Clerk with excellent interpersonal skills. Works in a timely and efficient manner to see tough jobs through to completion.

CORE COMPETENCIES

Field Representative, Field Supervisor.

PROFESSIONAL EXPERIENCE

Field Clerk I

ABC Corporation - May 2015 – August 2015

Key Deliverables:

- Prepared packets for new hires and processed accordingly.
- Enrolled in new hires and transfers.
- Maintained employee time daily. Updated status changes into employee files and timekeeping system.
- Ensured timely and accurate timekeeping, and met deadlines.
- Entered and audited hours daily for man-hours and Daily Reports.
- Balanced hours and sent reports for approval.
- Responded to urgent employee issues.

Field Clerk

Delta Corporation - 2014 – 2015

Key Deliverables:

- Provided administrative support to Manager and Operations Supervisors Performed Accounts Payable duties Requested purchase order agreements.
- Responsible for 85 plus employees payroll 300 plus equipment billing New hire and termination paperwork Certified drug and alcohol technician.
- Company petty cash, petty cash checkbook, and certificates of compliance.
- Accounts payable and receivable.
- hours of OSHA training Responsible for gas and diesel orders General office duties.
- Turn in Daily Timesheets Basic Office Duties.
- Submittal log, RFIs, Submittals, Change Orders, meeting minutes, order material, invoicing, cost coding, safety management, punch list Skills Used.

EDUCATION

Diploma - (Lamar University - Beaumont, TX)

2259 Oak Street, Old Forge, New York, 13420

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