



# JAMES CLARK

File Clerk

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Accurate Data Entry



Document Management



Record Keeping



File Organization



Attention to Detail



## 🎯 INTERESTS

📖 DIY Projects    📖 Crafting

📖 Meditation    📖 History

## 👊 STRENGTHS

⚙ Gratitude    ⚙ Humility

⚙ Innovation    ⚙ Insightfulness

## 🗣 LANGUAGES



English  
80%



Indonesian  
80%



German  
80%

## 🌟 ACHIEVEMENTS

- 🌟 Streamlined filing system, reducing retrieval time by 30%.
- 🌟 Achieved 99% accuracy in data entry tasks over 10 years.

## 👤 PROFESSIONAL SUMMARY

Detail-oriented File Clerk with 10 years of experience in managing records, data entry, and document organization. Proven ability to maintain accuracy and efficiency in fast-paced environments while ensuring compliance with filing systems.

## 💼 WORK EXPERIENCE

Claims File Clerk

📅 Dec / 2018-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Provided exceptional clerical and data entry services in a fast-paced environment, managing indexed mail, faxes, and document scanning.
2. Prepared and submitted financial reports using Microsoft Excel, ensuring accuracy and compliance.
3. Managed filing of documents both physically and electronically, ensuring efficient retrieval and organization.
4. Coded, filed, and retrieved records as needed, maintaining an organized filing system.
5. Utilized scanners to convert forms and reports into electronic formats, enhancing accessibility.
6. Handled electronic storage media, ensuring data integrity and security.
7. Maintained confidentiality of sensitive information while managing records and files.

File Clerk

📅 Dec / 2014-Dec / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Maintained accurate records of materials filed or removed using logbooks and computer systems.
2. Provided backup support to reception staff by answering multi-line phones and scheduling appointments.
3. Added new materials to file records and created new records as necessary, ensuring up-to-date documentation.
4. Assisted associates in locating information and answering inquiries about files and records.
5. Performed data entry, organization, cross-referencing, scanning, copying, and retrieval of documents.

## 🎓 EDUCATION

Associate of Applied Science

📅 Dec / 2011-Dec / 2014

Community College of Philadelphia

📍 Denver, CO

Focused on administrative support and office management skills.