Robert Smith

Lockbox Clerk

CONTACT DETAILS

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PERSONAL STATEMENT

A goal oriented Manager with over 10 years of experience, a personable employee with an open mind. Always willing to learning and eager to try new ideas. Processing and preparing items for distribution to Image Item Processing or Transit Department. Maintaining records and processed documents. Maintaining customer confidentiality.

WORK EXPERIENCE

Lockbox Clerk

ABC Corporation - August 2012 – May 2013

Responsibilities:

- Processed and deposited checks/credit cards, and invoices received by mail.
- Reviewed checks/invoices for special instructions given by customers and determine the appropriate item handling.
- Sorted mail, processed accounts, and prepared deposit tickets to meet daily and hourly deadlines.
- Prepared information for input into the information reporting system.
- Processed payments as needed to meet customer deadlines Maintain department quality standards.
- Recognized problem areas and report them to the upper management.
- Remittanced Scanning and Processing.

Lockbox Clerk

Delta Corporation - 2008 – 2012

Responsibilities:

- Reallocation of resources intensive payment processing is eliminated, allowing those resources to be redeployed Process payment collect cash, make .
- Chicago, IL Responsible for sorting and prepping confidential applications in order Labeling passport photos according to the application it came .
- Routinely performed clerical functions requiring simple analysis and limited use of judgment Processed documents or paperwork according to .
- Maintained record of all documents processed, filing documents and paperwork according to established procedures Input data from standardized sources .
- Processes and deposits checks and invoices received by mail Sorts mail, processes accounts, and prepares deposit tickets to meet daily and hourly .
- Data entry, balance complex out of balance transactions, handle incoming and outgoing mail, detach and scan checks into system, deposit checks, run .
- Skills/ Computer Software 10-Key by touch, 35 WPM Adapt quickly and efficiently to work environment Work both independently and as a collaborative .

SKILLS

Alpha/numeric Data Entry: 13, 500 Kp/h, Microsoft Office Suite, Typing 55 Wpm, Customer Service.

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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Education

Business Management

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