

Robert Smith

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Media Clerk

SUMMARY

As a Media Clerk, responsible for Establishing a culture for investigation and love of literature. Experience in Maintaining and extending the library collection in accordance with the school's needs within budget limitations.

SKILLS

Team Work, Multitasking, Planning, Communication Skills.

WORK EXPERIENCE

Media Clerk

ABC Corporation - June 2015 - 2015

- Documented over seven different clients with different client-specific processes, reference each specific piece of media received for the company to the correct account.
- Completed faxes for clients to receive the information we gather for the account.
- Completed validations and send out the specific statements to consumers while following client and state-specific guidelines.
- Pushed the accounts back off ton the representatives on the floor to be worked.
- Retained knowledge in the department and continue to strive for better and challenge to learn more, Skills Used 10-Key calculating at 8280 kph with 91.3% accuracy, typing at 75 wpm.
- Experienced in problem-solving, and conclusive reasoning. Highly proficient with Microsoft office products.
- Assisted customers by providing information and resolving their complaints.

Media Clerk

Delta Corporation - 2011 - 2015

- Maintain a clean workplace, help customers, fix printers and computers Accomplishments Keep all photo orders on time and done properly, sell big.
- Taught students library procedure Ui(Lepared new materials circular a Chairperson \$8book fairs.
- Designed and implemented training for Series-M Booking System; Supervised the Media Department; Ensured all customer requests were addressed.
- Resource for web-based data management files Identifying and providing appropriate resources to educators.
- Supervision of student aides, job assignments, assisted staff and students with research, in charge of circulation, assessing fines and circulation.
- Inventory, assisted with ordering new material, cataloging new material, cash handling.
- Eprom technicians support the production of new and used EGMs maintain documents for submissions to create all software and EEPROMs for production.

EDUCATION

Bachelor Of Science