Robert Smith

Police Clerk

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Administrative/Clerical Assistant specializing in administrative/clerical support to high-paced office settings. Committed to delivering high-quality results with little supervision. Highlights Microsoft Office proficiency Meticulous attention to detail Microsoft Excel proficiency Self-directed Proficient in Metro Alert Proficient in Freedom Systems Time management Professional and mature Strong problem solver Dedicated team player Strong interpersonal skills.

WORK EXPERIENCE

Police Clerk

ABC Corporation - October 2013 – October 2014

Responsibilities:

- Managed the receptionist area, including greeting the general public and responding to telephone and in-person requests for information.
- Made copies, sent faxes, and handled all incoming and outgoing correspondence.
- Managed incoming and outgoing calls for the busy law enforcement departments.
- Compares data entered with source documents; re-entering of data in verification format to detect any errors.
- Handled and processed confidential information.
- Assisted in the writings of detailed arrest and accident reports.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

Police Clerk

Delta Corporation - 2009 – 2013

Responsibilities:

- Managed the receptionist area, including greeting general public and responding to telephone and in-person requests for information.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Managed incoming and outgoing calls for busy law enforcement department.
- Compares data entered with source documents; re-entering of data in verification format to detect any errors.
- Handled and processed confidential information.
- Assisted in the writings of detailed arrest and accident reports.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

Education

HIGH SCHOOL DIPLOMA - (BROOKFIELD HIGH SCHOOL - Brookfield, OH)

SKILLS

Decision-Making Problem Solving Customer Service Computer Proficient.

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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