ROBERT SMITH

Volunteer File Clerk

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

SUMMARY

Volunteer File Clerk with 9 years of experience in Coordinating all aspects of general and special municipal elections. Serving as a Voter Registrar. Verifying signatures on all forms of petitions and certifies the legality and sufficiency of petition and places the issue on the next election ballot. Receiving and relaying calls and messages for the Mayor and City Council members.

CORE COMPETENCIES

Data Entry, Microsoft Office, Patient Care, Scheduling, Computer.

PROFESSIONAL EXPERIENCE

Volunteer File Clerk

ABC Corporation - 2011 – 2019

Key Deliverables:

- Performed basic account maintenance procedures to ensure files, logs, and reports are complete.
- Ensured adequate stock and operating supplies are maintained.
- Operated computer systems to input or correct data, and produce documents, reports, shelf labels and signs.
- Verified receipts against invoices.
- Worked experience that includes operating and maintaining production equipment in a mail room or similar environment/field.
- Worked experience that includes sorting, bundling mail, packages, or picking and packaging products, and/or operating a delivery vehicle.
- Desired and willingness to worked as a contributing team member.

Volunteer File Clerk

Delta Corporation - 2010 – 2010

Key Deliverables:

- Achieves expected productivity standard as defined by the organization and in alignment with best practices/the Capital Caring Health model.
- Monitors supply of postage.
- Forwards all donations to Merrifield administrative office as directed.
- Performs weekly inventory and orders office and kitchen supplies; verifies accuracy of deliveries; distributes delivered materials within same day; maintains file of open and filled orders; follows up with appropriate source as needed.
- Monitors medical marketing supplies.
- Assembles and maintains adequate supply of M.D. and In-Service packets to facilitate quick response to community/staff needs.
- Orders additional marketing supplies as needed or requested.

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EDUCATION

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