

# Robert Smith

## Volunteer File Clerk

### PERSONAL STATEMENT

Volunteer File Clerk is Overseeing and evaluating daily operations of dining sites and meal distribution locations; training, coaching and assisting with problem solving of Food Service Aides to mentor and support. Assisting with Senior Dining operations and assists with Meals on Wheels deliveries, as needed. Scheduling regular speakers and plans activities and special events for sites within assigned region.

### WORK EXPERIENCE

#### **Volunteer File Clerk**

**ABC Corporation - 2011 - 2011**

##### *Responsibilities:*

- Kept the reception area and desk tidy to project an attractive and welcoming environment. Turns off coffeepots and keeps kitchen tidy.
- Maintained staff sign in/out board and adds or deletes names promptly as staff changes; creates new mailboxes as needed.
- Monitored patient admission supplies; assembles and maintains adequate supply of Admission/Liaison packets; ordered additional supplies as needed or requested.
- Assisted with Medical Records as requested.
- Routinely checked fax machine and distributes faxes to recipients. Stocked fax machine with paper.
- Distributed paychecks.
- Performed a variety of secretarial tasks as needed or requested to support the smooth operation of the office location.

#### **Volunteer File Clerk**

**Delta Corporation - 2008 - 2008**

##### *Responsibilities:*

- 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.

### Education

Diploma

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

File Clerk, MS Office.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)