

# Robert Smith

## Yeoman

### PERSONAL STATEMENT

Dedicated and focused, excels at prioritizing, completing multiple tasks simultaneously and following through to complete the assigned task. Has answered a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with the drive to succeed. Monitoring building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.

### WORK EXPERIENCE

#### Yeoman

##### ABC Corporation - November 2005 - June 2005

###### Responsibilities:

- Maintained detailed and procedural process to improve accuracy and efficiency.
- Evaluated applications for entry into the armed forces Designated as the Lead Military Processing Specialist where the position consisted of all aspects of processing including quality review, testing, OPM fingerprint submission.
- Successfully established effective systems for record retention by creating database for daily correspondence tracking and data entry in various government programs including USMIRS and EFCS.
- Maintained records for 250 service members attached to Headquarters units Processed orders, travel claims, pay, benefits, insurance, leave and administrative issues completing over 12,500 entries in Direct access and 600 PCS orders with 99.2% accuracy rate.
- Designated as the Secondary verifying Officer for DEERS I.D Cards and benefits program.
- Performed administration tasks such as filing, developing spreadsheets and data entry.
- Improved office organization by compiling quarterly and monthly reports Multitasking.

#### Yeoman

##### Delta Corporation - 2001 - 2005

###### Responsibilities:

- Supervised and managed office with clerical and administrative duties, including typewriting, office machine operations, office communications, .
- Maintains files; operates duplicating, adding, calculating, and copying machines; serves as paralegal counselor when a legalman is not available; .
- Served as a Yeoman Office Personnel in the United States Navy for seven years.
- My duties included manning the telephone, typing, filing military records, helping navy personnel as needed when they came to the office.

### **CONTACT DETAILS**

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### **SKILLS**

Lead Human Resources,  
Foreign Language  
Interpreter, Verifying  
Officer I.D Cards DEERS,  
EFCS OPM/FBI  
Fingerprint Specialist.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

- Prepare correspondence and command muster reports.
- Prepare and route correspondence.
- Performs clerical and general administrative duties such as typing and filing of administrative material and command directives.

## **Education**

Bachelor Of Arts