

Jackie Wayne

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Professional Summary

Experienced clerk well versed in the preparation collection and storage of documentation. Adept at maintaining confidentiality coordinating schedules producing useful reports and working closely with colleagues representing all levels of the organization.



Work Experience

General Office Clerk, ABC Industry, Any Town

2014-2017

Duties:

- Schedule meetings and office activities and book catering appropriately.
- Managed and appraised account statements invoices reports vouchers and other records.
- Built reports analyses budget previsions and other studies.
- Maintain supply closet and re-stock offices as necessary including inventory and ordering office materials.
- Managed department in-bound and out-bound correspondence memos and reports.
- Processed purchase orders maintained purchasing files and responded to inquiries.
- Provide research and coordination assistance to all departments, paying special attention to communications

General Office Clerk, ZZZ Industry, Any Town

2012-2014

Duties:

- Greeted clients in office and over multi-line phone system promptly and courteously.
- Typed and edited correspondence such as minutes of the meeting, memos and executive letters.
- Greeted customers and visitors and provided them with information and advice on who to meet within the organization, depending on their specific requirements.



Education

Associate's Degree - Public Relations, SSS University, Any Town

2008-2012



Skills

- Office management
- Data analysis and report creation
- Payroll software
- PC proficient
- Critical thinking