
Clerical Officer Resume

Job Objective

Highly motivated Clerical Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

Highlights of Qualifications:

- Solid knowledge of clerical related works
 - Working knowledge of Microsoft Office Applications
 - Ability to communicate efficiently
 - Ability to lead a complex team
 - Ability to work in an independent environment
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Professional Experience:

Clerical Officer

ACT Health, Weehawken, NJ

August 2005 – Present Prepared clerical materials from written blueprints accurately.

Prepared documents and reports on finance matters.

Handled general and confidential files diligently.

Organized meetings, conferences and other clerical functions.

Provided adequate information to public regarding various courses upon enquiry. Clerical Officer

1st Liberty Federal Credit Union, Weehawken, NJ

May 2000 – July 2005 Carried out duties and responsibilities as per organization's guidelines and procedures.

Designed and implemented training and development activities to meet organizational goals.

Responded to organization's new and alternative systems quickly.

Ensured to work in line with existing working practices, methods and procedures.

Complied with relevant health and safety legislation relevant to the organization.

Maintained strict confidentiality and protection of data wherever necessary.

Education:

Bachelor's Degree in Office Administration

Concordia University, Irvine, CA

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