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| OBJECTIVE |
|  | A position as a general office clerk for a major corporation |
| SKILLS PROFILE |
|  | * Ability to operate Model 5000 copy/collating machine
* Knowledge of and experience with corporate mailroom procedures
* Good filing and organizational skills
* Experience in handling confidential paperwork
* Ability to take accurate phone messages and deliver messages promptly

Good customer-relations background |
| EMPLOYMENT HISTORY |
|  | Copy-Machine Attendant | 1998-current |
| Contoso, Ltd., Milton, NY* Copy and collate all projects (including confidential papers) for 25-lawyer firm.
* Successfully complete all jobs by time requested.
* Coordinate delivery of large projects with mailroom clerk.
* Initiated “rush procedure,” which guarantees “rush” copy projects of 1,000 pages or fewer will be completed within 30 minutes of submission; met all guaranteed deadlines and enhanced copy room operations.
* Won the quarterly “Employee Suggestion Award” for “rush procedure”.
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| Mailroom Clerk | 1994-1998 |
| Contoso, Ltd., Milton, NY* Accurately filed and delivered mail to all company departments.
* Suggested new mail code system, which reduced filing errors and increased timely delivery.
* Computed amount of postage required for outgoing mail, depending on weight and classification.
* Covered phones for word-processing clerk during clerk’s lunch break.
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| Waitress/Cashier | 1992-1994 |
| Coho Winery, Harris, NY* Took orders, served restaurant patrons, and assisted at the cash register.

Created “Tuesday Casino Night” theme, including food and games, which doubled the number of customers on a typically slow night. |
| EDUCATION |
|  | Diploma | 1992 |
| Elm High School, Harris, NY |