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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”. | | |
| 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. | | |
| 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 | | |