

ENGINEERING OFFICE CLERK

Experience

Engineering Office Clerk , 01/2018 to 01/2019

Company Name " City , State

- Provides departmental clerical support to Engineering staff including typing, filing recordkeeping, telephone screening, primary reception contact and other clerical duties as required.
- Researches, orders, purchases and maintains office equipment and supplies.
- Types correspondence and maintains central business files for department.
- Processes records for the department, creates and maintains accurate records.
- Responds to complaints or requests for services in accordance with departmental policies.
- Receives and maintains citizen complaint logs relating to drainage and project issues.
- Serves as recording secretary for formal and informal bid meetings.
- Picks up and delivers documents from other city offices.
- GIS data entry for Municipal Software System.
- Scanning Engineering drawings and files.
- Mailing various correspondences.
- Assist Administrative Assistant to the Department Head and other Engineering employees, as needed.

Benefits Clerk , 01/2017 to 01/2018

Company Name " City , State

- Scan and file various documents onto the company database.
- Organize and create online employee files.
- Process and file benefits forms and related information.
- Maintain benefit records.
- Request needed documents for employee benefits.
- Mail out employee benefit packages.
- Inform employees of benefit eligibility.
- Work in reception area as needed greeting and signing in visitors.
- Answer phone calls and route to the correct employee or department.
- Schedule meetings and reserve conference rooms.
- Organize incoming and outgoing mail and packages.

Sales Associate , 01/2015 to 01/2017

Company Name " City , State

- Ensure that customers receive excellent service through direct salesmanship and prompt and courteous service.
- Open new accounts as a means of adding new clients.
- Assist customers in finding merchandise.
- Deliver results on departmental/store event goals.
- Maintain floor standards including replenishment.
- Present product features and benefits in a knowledgeable way.
- Assist customers with purchase decisions.
- Handle monetary transactions between customer and retail store.
- Handle customer related issues.

Work History

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Education

B.S. Degree : Progress , 01/2020

University of Alabama in Huntsville - City , State

2016

East Limestone High School - City , State

GPA: 3.98

Summary

- To obtain a rewarding position in a field where my skills can be further developed and utilized. Summary of Qualifications
- Three years of experience in customer service
- Performed volunteer work within the community through various service organizations
- Computer literate and a dedicated team player with a strong work ethic
- Dependable, motivated, detail oriented individual with strong organizational skills
- Excellent verbal and written communication skills

Highlights

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| <ul style="list-style-type: none"> • Experienced with Microsoft Office - Word, Excel, Outlook, SharePoint & Costpoint • Administrative Assistant • Benefits • Clerical • Clients • Data entry • Database • Features • Filing • Forms • GIS • Mailing • Meetings | <ul style="list-style-type: none"> • Excel • Mail • Outlook • SharePoint • Microsoft Office - Word • Office equipment • Policies • Processes • Reception • Recording • Retail • Scanning • Telephone • Phone • Typing |
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Skills

- Experienced with Microsoft Office - Word, Excel, Outlook, SharePoint & Costpoint,
- Administrative Assistant, benefits, clerical, clients, data entry, database, features, filing, forms, GIS, Mailing, meetings, Excel, Mail, Outlook, SharePoint, Microsoft Office - Word, office equipment, policies, Processes, reception, recording, retail, Scanning, telephone, phone, typing