

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

**OBJECTIVE:**

A position as a general office clerk for a major corporation.

**SKILLS:**

- 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.
- Initiate "rush procedure", which guarantees "rush" copy projects of 1,000 pages or fewer to 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