

Records Clerk

ROBERT SMITH

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Alabama.

Objective

Customer-oriented server with excellent interpersonal and communication skills. Food and beverage expert. Recently licensed in preparation and sale of alcoholic beverages, bar procedures and liquor laws. Focused Bartender at multi-tasking and delivering prompt and friendly service to all customers. Maintains a positive attitude and a great sense of humor during peak hours. Hotel dining and catering professional versed in guest services food and beverage operations.

Skills

Customer Service, Cash Register, Microsoft Word.

Work Experience

Records Clerk

ABC Corporation - July 2012 - March 2013

- Highly effective at handling confidential information and identifying system improvements with ease.
- Verified and logged in deadlines for responding to daily inquires Developed a more effective filing system to accelerate the paperwork process.
- Verified that information in the computer system was up to date and accurate.
- Filing and data archiving, multi tasker, Microsoft Office proficiency and resourceful.
- Managed office supplies, vendors, organization and upkeep.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.

Records Clerk

ABC Corporation - 2007 - 2012

- Worked with the NIXDORF (paycheck allotment system for enrollments such as direct deposit accounts, 401k, union dues and other misc.
- payroll deductions)input system for voluntary allotments.
- Performed system shutdowns in connection with the DATA Center on a daily basis.
- Payroll representative on the development team for a new employee deduction system ACRES.
- My assigned responsibilities included inputting all allotment cards for employees, interfacing with Treasury Operations for the daily ACH process.
- Performed manual remittance procedures for Charities, PACs, and voucher pmts for all Union dues.
- In addition, answered the customer service hotline for all payroll questions and inquiries, along with minimal Employment Verification questions..

Education

Bachelor of Science in Business Administration - (Kaplan University - Salt Lake City, UT)