




# Ella Logsdon

Office Clerk

## CONTACT

 (358) 769-1328

 ella.logsdon@gmail.com

 United States, Lexington, NC

## EDUCATION

2018 - 2022

### Associate Degree in Office Administration

Davidson County Community College,  
United States, Thomasville, NC

### Certified Office Clerk

National Association of Office Professionals, 2020

## PROFESSIONAL SUMMARY

Detail-oriented and organized clerk with over 3 years of experience in providing efficient administrative support and handling a variety of office tasks. Proven ability to manage records, assist with customer service, and ensure smooth day-to-day operations.

## EXPERIENCE

### Office Clerk 2023 - Now Lexington Services, United States, NC

- Process and maintain accurate records for over 500+ clients, ensuring confidentiality and compliance with company standards.
- Manage front desk responsibilities, including answering phone calls, scheduling appointments, and greeting clients with a professional demeanor.
- Assist with data entry tasks, inputting and updating information in company databases with a 99% accuracy rate.
- Prepare and process internal and external documents such as memos, invoices, and reports.

### Administrative Assistant (Part-Time) 2021 - 2023 Carolina Community Center, United States, Lexington, NC

- Supported office staff with daily tasks, including filing, copying, and managing correspondence.
- Assisted in organizing community events, creating schedules, and managing attendee registration.
- Handled customer inquiries and provided timely resolutions, enhancing overall satisfaction.
- Generated monthly reports summarizing administrative performance and presenting insights for office improvements.

## ★ SKILLS

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) ★★★★★

Strong organizational and multitasking abilities ★★★★★

Excellent written and verbal communication skills ★★★★★

Data entry with high attention to detail ★★★★★

Customer service and scheduling ★★★★★