



Samantha Reed

Office Clerk

CONTACT

(312) 555-6789
samantha.reed@email.com
Chicago, IL

EDUCATION

Associate Degree in Business Administration
DePaul University | Chicago, IL | 2018

Microsoft Office Specialist (MOS) Certification – Excel
Issued: April 2022

LANGUAGES

- Fluent in English and Spanish

AWARDS

Won Employee of the Month. Twice. Once for remembering the boss's birthday.

PROFESSIONAL SUMMARY

Detail-oriented office clerk with experience in administrative support, data entry, and document management. Skilled in Microsoft Office, scheduling, and customer service. Adept at maintaining office efficiency and handling confidential records with accuracy.

EXPERIENCE

Office Clerk 2020 - Now
Administrative Office Solutions, Chicago, IL

- Manage daily office tasks, including filing, scanning, and document preparation to ensure an organized and efficient workplace.
- Handle inbound and outbound correspondence, ensuring responses are timely and professionally written.
- Schedule meetings, coordinate conference calls, and make travel arrangements for senior staff.
- Maintain office supply inventory, process purchase orders, and ensure all supplies are stocked and accessible.

Receptionist (Part-Time) 2018 - 2020
Lakeview Medical Center, Chicago, IL

- Greeted and assisted patients and visitors, ensuring a positive first impression and smooth check-in process.
- Managed patient appointment scheduling, verifying insurance details and updating records in the database.
- Answered and directed phone calls, provided information, and routed inquiries to the appropriate department.
- Assisted with data entry and administrative support for the medical records department.

SKILLS

Data entry & record-keeping	★★★★★
Appointment scheduling & calendar management	★★★★★
Document scanning & organization	★★★★★
Customer service & front desk operations	★★★★★
Office supply inventory management	★★★★★
Email & phone communication	★★★★★
Report preparation & proofreading	★★★★★
Filing systems & document retrieval	★★★★★