

ELIDA PARKER

90124 TAMERA ESTATE, PHILADELPHIA, PA

PHONE

+1 (555) 502 6406

EXPERIENCE

OKUNEVA-SHIELDS

07/2020 – present

New York, NY // *Scanning Clerk*

- Scan a variety of documents using office equipment
- Inspect documents to ensure quality
- Able to work repetitively
- Able to work in a busy work environment and strong attention to detail
- Project will last throughout the tax season
- Accurately overseeing and executing all pricing maintenance throughout the store
- Checks for any price updates from the corporate office, verifies, and changes as needed
- Performs weekly scan audits and verifies weekly price accuracy

LAKIN-GREEN

07/2016 – 04/2020

New York, NY // *Scanning Clerk*

- Works closely with front end cashiers, departments, and leadership to ensure an excellent customer experience
- Represents the store to sales representatives and vendors in a positive and professional manner
- Open mail received and separate mail by receiving documents, invoices, statements, and other documents
- Deliver documents to appropriate departments or employees, as appropriate
- Prepare file packets for entry into imaging systems by removing staples, paper clips, duplicate forms and forms not needed
- Scan file packets into optical imaging systems

EDUCATION

CALIFORNIA COLLEGE OF THE ARTS

High School in Education

SKILLS

- Strong organizational and time management skills for a high volume, deadline driven environment
- Works well independently as well as in a team environment
- Working knowledge of AWD, CICS, Lotus Notes, IAS, Compass, InfoDirect
- Proven knowledge of all BU doc types, and forms recognition
- Highly self-motivated and goal-oriented
- Detail oriented nature
- Previous clerical experience is
- Must be comfortable standing, bending, and lifting banker boxes for entire shift
- Medical, dental, and vision benefits beginning first day of employment