# {NAME}

Email: {EMAILADDRESS}

Address: {MAILADDRESS}

To secure a challenging and responsible position that provides opportunities and growth.

WORK EXPERIENCE

## Intermediate Supervising Clerk

Registrar-Recorder/County Clerk - February 2012 to Present

Duties: Supervise 15 employees that opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing Fictitious Business Name documents; Assist the public with answering of routine inquiries in person or by telephone. Filing documents in alphabetical and numerical order. Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter. Operates various office machines or equipment requiring little specialized training. Compares and proofreads. Searches records and files for data. Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules. Open and close daily change fund. Provides instructions to permanent employees serve attendance reviews and performance evaluations and enforce departmental rules and regulations. Plan, delegate, organize, and assign daily work to subordinates.

## Senior Clerk

Registrar-Recorder/County Clerk - March 2009 to February 2012

Duties: Supervise 30 employees that process documents received through the mail, which consist of opening, sorting, verifying, packaging and logging documents; deliver examined documents to the Documentary Transfer Tax and Revenue Collection Section for recording; prepares Papan notices that must be sent to the property owners notifying them of a recorded lien within a specific time frame; typing reject letters on documents that have been rejected for incompleteness or other deficiencies by the Property Conveyance Examiner. Open/ Close daily cash change fund, issue employees cash drawers, monitor employees attendance and request for time off; coordinating and ordering office supplies; monitor office equipment; writing various memos; planning, organizing and evaluating the performance of my subordinates, which enables me to ensure consistent training and cross-training throughout the Section.

## Intermediate Clerk

Registrar-Recorder/County Clerk - June 2006 to March 2009

Duties: Assist the public with answering of routine inquiries in person or by telephone. Filing documents in alphabetical and numerical order. Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter. Operates various office machines or equipment requiring little specialized training. Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail. Compares and proofreads. Searches records and files for data. Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules. Lead person in the absence of the supervisor.

## Clerk

Registrar-Recorder/County Clerk - November 2005 to June 2006

Duties: Assist the public with answering of routine inquiries in person or by telephone. Filing documents in alphabetical and numerical order. Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter. Operates various office machines or equipment requiring little specialized training. Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps,

meters, and registers outgoing mail. Compares and proofreads. Searches records and files for data. Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules.

## Clerk

Registrar-Recorder/County Clerk - September 2004 to November 2005

Duties: Assist the public with answering of routine inquiries in person or by telephone. Filing documents in alphabetical and numerical order. Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter. Operates various office machines or equipment requiring little specialized training. Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail. Compares and proofreads. Searches records and files for data. Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules.

## Ride Operator

Local Amusement Park - March 2004 to September 2004

Duties: Operated Amusement Park rides; ensured customers were safe and secure within rides; courteous, polite and friendly with all customers.

EDUCATION

## Associates in Business Administration

{UNIVERSITY}

September 2008 to June 2010

SKILLS

Fast Learner, Team Player, Hard Worker, Work Well With Others, Customer Service Experience, Supervisor Experience and Microsoft Word/Excel & Powerpoint

ADDITIONAL INFORMATION

Head Coach for Local Tee Ball Team

Assistant Coach for Little League Baseball