

CONTACT INFORMATION

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Skowhegan, ME 12345

EDUCATION

- Associate in Applied Science in Business Administration
  Kennebec Valley Community College
  Fairfield, ME | 2012 – 2014

KEY SKILLS

- Microsoft Excel
- Microsoft Outlook
- SharePoint
- 10-key calculator
- Payroll processing
- Records management
- Vendor negotiation
- Calendar coordination
- Filing systems
- Invoice preparation

Emil Chaudhry

Senior Clerk

ABOUT ME

Administrative professional with 12 years of experience processing payroll, managing vendor contracts, and maintaining filing systems across three organizations. Negotiated new vendor contracts for office supplies, lowering annual costs by $8,240, and cut file retrieval time from 7 minutes to 2 minutes by reorganizing a 4,200-folder paper archive. Skilled in Microsoft Excel, Microsoft Outlook, and SharePoint, with hands-on experience coordinating calendars, preparing invoices, and reconciling payroll discrepancies.

PROFESSIONAL EXPERIENCE

Senior Clerk | Kennebec Valley Administrative Group, Skowhegan, ME
2020 – Present

- Process 327 payroll records per biweekly cycle in Microsoft Excel, verifying hours, deductions, and tax withholdings for salaried and hourly staff.
- Reorganized a 4,200-folder physical archive into a color-coded system and cut average file retrieval time from 7 minutes to 2 minutes.
- Negotiated new vendor contracts for toner, paper, and breakroom items, lowering annual office supply costs by $8,240.
- Manage calendars and schedule appointments for 3 department heads using Microsoft Outlook, coordinating an average of 38 meetings per week.
- Complete and mail invoices, checks, and contract amendments for accounts payable, routing each batch to signers within 4 hours of receipt.

Office Clerk II | Somerset Ridge Services LLC, Norridgewock, ME
2016 – 2020

- Verified and entered 214 payroll records per cycle into the company database, reconciling discrepancies with department timesheets within 24 hours.
- Cut payroll correction requests by 40% by adding a second timesheet check before each cycle closed.
- Maintained and updated mailing lists for 6 departments, preparing bulk mailings of up to 310 envelopes per distribution cycle.
- Compared vendor quotes each quarter and switched suppliers for 4 product categories, saving $5,170 in annual office supply expenses.

Office Clerk | Carrabassett Creek Holdings Inc., Farmington, ME
2014 – 2016

- Processed 83 payroll records per weekly cycle, cross-referencing punch-card data against supervisor approvals before submitting to finance.
- Reduced a filing backlog from 6 days to 2 by relabeling 9 cabinet sections with a standardized naming convention.
- Updated inventory logs for office supplies in Microsoft Excel, flagging reorder points that kept stockouts to fewer than 2 per quarter.