

Ifeoma Arslan

Office Clerk

CONTACT INFORMATION

(620) 555-0111

ifeoma.arslan@example.com

McPherson, KS 12345

EDUCATION

Associate of Applied Science in Business Admin Technologies - Office Support | Hutchinson Community College, Hutchinson, KS | 2018 - 2020

KEY SKILLS

- Microsoft Excel
- Microsoft Outlook
- SharePoint
- 10-key calculator
- Records management
- Document scanning and indexing
- Multi-line phone systems
- Vendor coordination
- Inventory tracking
- Mail processing

ABOUT ME

Office clerk with 6 years of experience in records management, mail processing, and vendor coordination across multi-department offices. Cut departmental paper usage by 73.2% after converting legacy file folders to scanned digital records on SharePoint. Skilled in Microsoft Excel, SharePoint, Microsoft Outlook, multi-line phone systems, and 10-key calculator operation.

PROFESSIONAL EXPERIENCE

OFFICE CLERK | SMOKY HILL PRAIRIE HOLDINGS LLC, MCPHERSON, KS

2023 - PRESENT

- Shortened new-hire onboarding from 9 days to 5 days by building a SharePoint portal with orientation documents, IT request forms, and a task checklist for each department.
- Process an average of 87 daily correspondences, including interoffice memos, vendor invoices, and outbound mailings.
- Cut departmental paper usage by 73.2% after converting 418 legacy file folders to scanned digital records on SharePoint.
- Operate photocopier, scanner, and 10-key calculator to prepare and verify documents for 4 departments each business day.

GENERAL CLERK | COTTONWOOD BEND SERVICES GROUP, HUTCHINSON, KS

2021 - 2023

- Sorted and routed 74 pieces of daily correspondence, including certified mail, internal requests, and faxed purchase orders.
- Reviewed files and records in Microsoft Excel to answer vendor and staff inquiries, resolving an average of 29 requests per day.
- Inventoried and ordered office materials for a monthly budget of $3,150, tracking spend in Excel to avoid overages.
- Trained 8 new clerks on voicemail routing, scanner workflows, and document naming conventions during a company-wide system update.

FILE CLERK | WALNUT CREEK OFFICE PARTNERS INC., NEWTON, KS

2020 - 2021

- Filed an average of 347 documents per month across personnel, accounting, and compliance categories.
- Reduced misfiled documents from 12 per month to 4 by adding color-coded labels to the personnel, accounting, and compliance folders.
- Operated multi-line phone system to direct calls and log messages for a 26-person office during peak hours.