

Clarice Clerical

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SUMMARY OF QUALIFICATIONS

- 2+ years experience in an office administrative role
- Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members
- Self-motivated; able to implement decisions and set effective priorities to achieve long term goals
- Able to handle several projects simultaneously
- File records using major systems of filing classifications
- Proficient in Microsoft Office Suite

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Office Management, Associate Degree

May 2024

Business Software Essentials, Certificate

December 2023

EXPERIENCE

Administrative Assistant

January 2023 – Present

ABC Company, Green Bay, WI

- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
- Compile, copy, sort, and file records of office activities and business transactions
- Answer telephones, direct calls, and take messages
- Compute, record, and proofread data and other information, such as records or reports
- Type, format, proofread, and edit correspondence and other documents, from notes and dictating machine

Receptionist

June 2021 – December 2023

123 Dance Studios, Green Bay, WI

- Answered telephones, directed calls, and took messages
- Scheduled classes and tracked attendance
- Published monthly newsletter and special event flyers
- Sent out reminder cards for unpaid fees

COMMUNITY INVOLVEMENT

Greater Green Bay Habitat for Humanity, Green Bay, WI

April 2022 – June 2023

- Registered volunteers and supported them throughout the day

Cellcom Green Bay Marathon, Green Bay, WI

2022 – 2023

- Water Station Captain