**James L. Spain**

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**Career Objective:**

To obtain an administrative clerk position at “ABC Logistics,” and perform varied tasks ranging from clerical to secretarial and support office activities.

**Summary of Skills:**

* Ability to work independently and perform clerical assignments
* In-depth ability to operate office equipment and handle correspondence
* Excellent communication, customer service and telephone skills
* Strong ability to recognize differences among data, objects, facts and material
* Skilled in handling office work loads independently and without delay
* Knowledge of office filing and record keeping and to maintain integrity of confidential information

**Work Experience:**

Administrative Clerk

Galaxy Communications Inc., Melbourne, FL

October 2014 - Present

* Recording purchase orders for merchandise and service
* Addressing customer issues at the earliest and protecting escalation
* Maintaining and compiling business record and office activities of establishment
* Maintaining office stock and allocating supplies to departments
* Performing tabulation and posting of data in record books
* Operating photo-copying, fax, printer, and computer as required
* Calculating taxes, wages, premiums, payments and commissions to be paid
* Bills, receipts, invoices, checks, policies and statements are sent after preparation.

Administrative Clerk

Simpson and Wells Marketing, Melbourne, FL

February 2013 - September 2014

* Handled duties such as receiving telephone calls, word processing, receiving and directing visitors, filing and faxing are done.
* Performed administrative and office activities for multiple supervisors
* Screened and directed calls, made travel and meeting arrangements
* Replied to incoming request and put preliminary work in play
* Trained and supervised new office staff and evaluated their work
* Performed a variety of Internet research functions for office use

**Education:**

* High School Diploma  
  ABC High School, Melbourne, FL  
  2012

**Reference:**

On request.