

John Doe

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Objective

Fresh college graduate with international internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Education

February 2014

Bachelor of Arts in Sociology, Southern New Hampshire University

- Minored in Statistics and Statistical Applications
- Vice President of Debate Team, twice consecutive State Champions
- Completed Comprehensive Secretarial Course
- 3.83/4.0 GPA

Experience

August 2013 – December 2014

Office Clerk Intern | GAMMA CORPORATIONS Liverpool, U.K

- Assisted in document scanning and logging.
- Assisted in typing and distribution of confidential letters for senior members daily.
- Received “Most Dedicated Intern” award.
- Led internship team of 8 in developing new inventory filing system.

May 2011 – July 2011

Junior Assistant Payroll Clerk | SEMA COPIES Concord, NH

- Observed payroll activities for 250+ employees.
- Assisted in helping in resolving issues with both customers and billing department.
- Helped in analyzing all company data entry systems and assisted in preparing recommendations for system-wide efficiency improvements.

Additional Skills

- Proficient in LibreOffice suite
- Bilingual (Spanish)
- Proficient in image editing with GIMP
- State recognized debate skills, Vice President of University debate team
- Basic sign language proficiency (summer course certification)

Awards & Honors

- Dean's List 3 Consecutive Years
- Received departmental recognition for debate team development and achievements.