

# Ludie Hornbostel

## General Clerk

Diligent General Clerk with 1 year of experience providing efficient administrative support in diverse office settings. Proficient in managing documentation, organizing files, and maintaining accurate records. Adept at data entry, scheduling, and customer service, with a strong work ethic and attention to detail. Committed to streamlining processes and contributing to a highly organized work environment.

[ludie.hornbostel@gmail.com](mailto:ludie.hornbostel@gmail.com)

(659) 366-0402

1234 Maple Street,  
Indianapolis, IN 46225

### Education

**Associate of Applied Science  
in Office Administration  
at Ivy Tech Community  
College, IN**

Sep 2017 - May 2022

Relevant Coursework: Office  
Management, Business  
Communication, Microsoft  
Office Suite, Bookkeeping,  
Records Management,  
Customer Service, and  
Administrative Procedures.

### Links

[linkedin.com/in/ludiehornbostel](https://www.linkedin.com/in/ludiehornbostel)

### Skills

Data Entry

Microsoft Excel

QuickBooks

Adobe Acrobat

Typing Speed

Google Suite

Customer Service

### Languages

## Employment History

### General Clerk I at Indiana Oxygen Company, IN

Apr 2023 - Present

- Successfully managed and organized over 1500 customer files, resulting in a 20% increase in overall operational efficiency for the company.
- Streamlined the invoice processing system, reducing errors by 30% and saving the company \$15,000 annually in administrative costs.
- Implemented a new digital filing system for storing and retrieving important documents, reducing document retrieval time by 50% and significantly improving overall workflow throughout the office.

### General Clerk II at Gaylor Electric, IN

Sep 2022 - Feb 2023

- Successfully streamlined the company's document management system, resulting in a 20% increase in efficiency and a 15% reduction in paperwork processing time.
- Spearheaded the implementation of a new electronic filing system, leading to a 30% decrease in physical storage space requirements and a 25% reduction in document retrieval time.
- Proactively identified and resolved over 100 discrepancies in financial records within a six-month period, improving overall data accuracy by 10% and contributing to a smoother annual audit process.

## Certificates

### Certified Administrative Professional (CAP)

Feb 2022

### Microsoft Office Specialist (MOS)

Oct 2020

## Memberships

### National Association for Legal Assistants (NALA)

### International Association of Administrative Professionals (IAAP)