

SUELYNN PINSKER

General Office Clerk

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(735) 194-6485

123 Oak Street, Charleston, SC 29403



PROFILE

Dedicated General Office Clerk with a year of experience in providing efficient administrative support in fast-paced office environments. Proficient in managing correspondence, organizing documents, and handling basic bookkeeping tasks. Strong attention to detail and a proactive approach to time management and problem-solving. Adept at utilizing office software and fostering positive relationships with colleagues and clients.

LINKS

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

SKILLS

Microsoft Excel

Google Workspace

Data Entry

QuickBooks

Adobe Acrobat

File Management

Typing Speed

LANGUAGES

English

Arabic

HOBBIES

Scrapbooking

EMPLOYMENT HISTORY

● General Office Clerk at Palmetto Business Solutions, SC

Mar 2023 - Present

- Successfully streamlined the company's filing system, resulting in a 30% reduction in document retrieval time and a 15% increase in overall office efficiency.
- Implemented a new scheduling system for appointments and meetings, reducing scheduling conflicts by 40% and improving interdepartmental communication.
- Reduced office supply expenses by 20% through diligent inventory management and negotiating with vendors for better pricing, saving the company \$5,000 annually.

● Office Clerk Assistant at Upstate Office Services, SC

Aug 2022 - Feb 2023

- Successfully managed and organized over 5000 physical and digital files, resulting in a 30% increase in efficiency for document retrieval for Upstate Office Services, SC.
- Streamlined the scheduling process for over 100 client appointments per month, leading to a 20% reduction in scheduling conflicts and improved customer satisfaction.
- Implemented a new inventory tracking system for office supplies, reducing supply costs by 15% and minimizing instances of stock shortages.

EDUCATION

Associate of Applied Science in Office Administration at Midlands Technical College, West Columbia, SC

Sep 2018 - May 2022

Relevant Coursework: Business Communications, Office Procedures, Computer Applications, Records Management, Accounting Principles, Human Resources, Administrative Support, and Customer Service.

CERTIFICATES

Certified Administrative Professional (CAP)

Dec 2021

Microsoft Office Specialist (MOS)

Sep 2020

MEMBERSHIPS

International Association of Administrative Professionals (IAAP)