

YENNY KAUAAHI

Office Clerk

yenny.kauahi@gmail.com

(258) 129-5343

1234 Oak Street, Nashville, TN 37201



PROFILE

Dedicated Office Clerk with 1 year of experience in providing efficient administrative support, including managing correspondence, organizing files, and preparing documents. Proficient in Microsoft Office Suite and adept at learning new software. Strong multi-tasking and organizational skills, with a keen attention to detail, ensuring smooth office operations. Excellent communication and interpersonal abilities, fostering a positive work environment and providing outstanding customer service.

LINKS

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

SKILLS

Typing

Data Entry

Microsoft Excel

Adobe Acrobat

Filing

Scheduling

QuickBooks

LANGUAGES

English

Russian

HOBBIES

EMPLOYMENT HISTORY

Office Clerk at XYZ Office Solutions, TN

May 2023 - Present

- Successfully managed a high volume of 2,000+ files and documents for XYZ Office Solutions, ensuring proper organization and timely retrieval of important information, resulting in a 25% increase in office efficiency.
- Streamlined the company's scheduling and appointment system, coordinating over 500 appointments per month, reducing scheduling conflicts by 40% and improving overall customer satisfaction.
- Implemented a new inventory tracking system for office supplies that reduced waste and saved the company \$10,000 annually in supply costs.
- Played a key role in improving the accounts receivable process, resulting in a 30% decrease in overdue payments and contributing to a 15% increase in overall cash flow for XYZ Office Solutions.

Junior Office Clerk at ABC Administrative Services, TN

Sep 2022 - Apr 2023

- Successfully managed the filing and organization of over 10,000 documents in ABC Administrative Services' document management system, resulting in a 35% increase in efficiency in retrieving critical information.
- Streamlined the process of scheduling meetings for a team of 20 staff members by implementing a shared calendar system, reducing scheduling conflicts by 50%.
- Assisted in the reduction of office supply expenses by 25% through meticulous inventory tracking and negotiating better pricing with vendors.
- Played a key role in the planning and execution of ABC Administrative Services' annual company-wide event, coordinating logistics for over 100 attendees and receiving positive feedback from 90% of participants.

EDUCATION

Associate of Applied Science in Office Administration at Chattanooga State Community College, Chattanooga, TN

Sep 2017 - May 2022

Relevant Coursework: Office Management, Business Communications, Administrative Procedures, Office Technology, Accounting Principles, Human Resources, Customer Service, Business Law, and Microsoft Office Suite.

CERTIFICATES