

SHIRENE BEJAN

Processing Clerk

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(768) 548-3004

1234 Silver Lane, Las Vegas, NV 89101



PROFILE

Diligent Processing Clerk with 1 year of experience in managing and organizing documents, ensuring data accuracy, and providing efficient administrative support. Proficient in data entry, document scanning, and maintaining records. Demonstrates strong attention to detail, adaptability, and excellent communication skills, contributing to streamlined operations and enhanced productivity.

LINKS

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

SKILLS

Data Entry

Microsoft Excel

QuickBooks

Adobe Acrobat

Typing Speed

Attention to Detail

Time Management

LANGUAGES

English

Spanish

HOBBIES

Stamp collecting

Scrapbooking

Calligraphy

EMPLOYMENT HISTORY

Processing Clerk at Nevada State Bank, NV

Apr 2023 - Present

- Successfully processed over 150 daily transactions with 99% accuracy, ensuring smooth operations for Nevada State Bank and its customers.
- Implemented a new filing system that increased document retrieval efficiency by 30%, enabling faster customer service and improved overall productivity.
- Trained and mentored 5 new processing clerks, resulting in a 25% reduction in onboarding time and increased team efficiency.

Assistant Processing Clerk at MGM Resorts International, NV

Jul 2022 - Feb 2023

- Successfully streamlined the processing of over 10,000 invoices annually, resulting in a 20% improvement in efficiency and reducing turnaround time by 15%.
- Implemented a new system for tracking and managing vendor payments, leading to a 25% reduction in late fees and improving vendor relations for MGM Resorts International in Nevada.
- Trained and mentored 5 new hires in the processing department, contributing to a 30% increase in overall team productivity and ensuring smooth operations during peak seasons.

EDUCATION

Associate of Applied Science in Office Administration at College of Southern Nevada, Las Vegas, NV

Sep 2017 - May 2022

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

CERTIFICATES

Certified Administrative Professional (CAP)

Apr 2022

Certified Data Entry Operator (CDEO)

Jan 2021

MEMBERSHIPS

International Association of Administrative Professionals (IAAP)