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https://www.100test.com/kao_ti2020/462/2021_2022__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_462315.htm 英文简历模板：办公室文员 GENERAL OFFICE CLERK Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING. SKILLS:Typing 65 wpm. Strong knowledge of general accounting procedures.Ability to work under pressure in a fast-paced environment and manage multiple tasks.Ability to work independently with good organizational and communication skills.Experience working for a large corporation.Professional appearance and attitude.EXPERIENCE:1989-Present CARTER TRUSTOffice ClerkTranscribe statements form insureds,type letters to attorneys,insureds,and other insurance companies.Manage timely payment of workers compensation checks and the timely filing of workers compensation forms.type confidential material such as employee appraisals for the Claims Manager.Extensive workload on IBM 3090 processing insurance claims,payments,and recovery checks.Print checks to insureds and vendors.Answer telephone inquiries from insureds,claimants,and agents.1985-1989 FEDERAL UNION INSURANCE CO.Clerical SupervisorSupervised the clerical staff consisting of three clerical employees.Acted in the capacity of Administrative to the Claims Manager,typed letters to attorneys,insureds,etc.,and handled special projects and reports from the Boston office.1981-1985 MAPLEROOT HIGH SCHOOLPayroll ClerkHandled a monthly payroll for 500 hourly

employees.Prepared quarterly federal withholding tax returns and labor statistics report.EDUCATION:H.S. DiplomaCertificate in WordPerfect 5.1Certificate in Lotus

1-2-3COMPUTERS:WordPerfect 5.1,Lotus 1-2-3,E-Mail,IBM SystemREFERENCES:Furnished upon request.Skills section focuses employers attention on candidates relevant qualifications.Work experience is emphasized,while limited education is de-emphasized.

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