

# Jenae Araque

File Clerk

✉ [jenae.araque@gmail.com](mailto:jenae.araque@gmail.com)

☎ (597) 860-5961

📍 Ridge Rd,  
Underhill Center, VT 05490

## Education

### High School Diploma at Champlain Valley Union High School, Hinesburg, VT

Aug 2016 - May 2021

I've learned to effectively communicate with others, to think critically and solve problems, and to manage my time and resources.

## Links

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

## Skills

Microsoft Office

Google Docs

File Management Systems

Data Entry

Typing Speed

Accuracy

## Languages

English

Italian

## Profile

I am a professional File Clerk with over 1 year of experience working in an office setting. I have experience organizing and filing documents, as well as scanning and indexing files. I am a quick learner and have a keen eye for detail, which makes me an asset to any team.

## Employment History

### File Clerk at Vermont State Archives, VT

May 2022 - Present

- Sorted and filed documents according to established procedures.
- Stamped incoming documents with date and time of receipt.
- Checked for accuracy and completeness of documentation.
- Maintained a filing system that was organized and up to date.
- Responded to requests for information in a timely manner.

### File Clerk II at Vermont Supreme Court, VT

Jul 2021 - Apr 2022

- Reduced file backlog by 75%, increasing efficiency for the office.
- Implemented a new filing system that improved organization by 50%.
- Maintained accuracy of 98% when sorting and filing documents.
- Trained 2 new File Clerks in company procedures and policies.
- Assisted with office projects as needed, completing all tasks within deadlines.

## Certificates

### Certified File Clerk

Nov 2020

### Certified Records Management Specialist

Aug 2019

## Memberships

American Association of File & Information Services

International Association of Administrative Professionals