

# Tarina Karli

Office Clerk

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## Details

[tarina.karli@gmail.com](mailto:tarina.karli@gmail.com)

(908) 999-7139

Broad St, Hartford, CT 06106

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## Profile

I am an Office Clerk with over 1 year of experience working in a fast-paced office environment. I have excellent organizational and time management skills, as well as superb customer service skills. I am able to juggle multiple tasks simultaneously and always complete my work on time or ahead of schedule. My coworkers often come to me for help with organization or task management because they know that I will get the job done quickly and efficiently. In addition to being an expert at multitasking, I also possess strong written and verbal communication skills which makes me an asset to any team.

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## Employment History

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### Office Clerk at State of Connecticut, CT

Jun 2022 - Present

- Answered and directed an average of 100 calls per day.
- Filed and organized 150 documents per day.
- Entered data for 200 customers per day.
- Processed 50 invoices per day.
- Assisted 10 customers per day.

### Office Clerk II at Town of Greenwich, CT

Jul 2021 - Apr 2022

- Answered and directed an average of 50 calls per day.
- Completed data entry for 500 customer orders per day.
- Filed and organised paperwork for 100 new customers per day.
- Monitored stock levels and placed orders for office supplies as needed.
- Assisted with planning and organising company events (e.g. holiday parties, team building exercises).

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## Education

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### High School Diploma at Hartford Public High School, Hartford, CT

Sep 2017 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

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## Links

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