



Jacinta Valiant

Office Clerk

I am an Office Clerk with over 1 year of experience. I have excellent organizational skills and a keen eye for detail. I am a quick learner and can adapt to new environments easily. I am also proficient in Microsoft Office Suite, Google Docs, and various other office software programs.

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(124) 039-2587 

W Jackson Blvd, Chicago, IL 
60661

Employment History

Office Clerk at McDonald's, IL

Jun 2022 - Present

- Answered 50 phone calls per day.
- Typed 60 words per minute.
- Filed 200 documents per week.
- Entered data for 10 hours per day.
- Helped 10 customers per day.

Office Clerk II at Burger King, IL

Jul 2021 - Apr 2022

- Answered incoming calls and provided customer service to over 100 callers per day.
- Processed an average of 200 invoices per week.
- Entered data into spreadsheets and created reports.
- Maintained filing system for all departmental documents.
- Assisted with office supply inventory and ordering.

Education

High School Diploma at Highland Park High School, Highland Park, IL

Aug 2017 - May 2021

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

Links

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

Certificates

Certified Administrative Professional (CAP)

Jan 2021

Certified Bookkeeper (CB)

Jun 2019

Skills

Microsoft Office



Typing



Data Entry



Filing



Answering Phones



Customer Service



Memberships

American Association of Office Clerks

National Association of Office Professionals

Languages

English



Mandarin

