

## Clerk-Typist and Word Processor

HELEN D'ARCY  
419 Hagarstown Road  
Granville, Ohio 23456  
(234) 567-8902

### **CLERK-TYPIST**

#### **JOB OBJECTIVE**

To provide efficient, high-quality typing, clerical, and word processing services to a business firm in the Columbus, Ohio area.

#### **EXPERIENCE**

RASMUSSEN AND CRANDALL, INSURANCE BROKERS  
210 State Street, Columbus, Ohio  
June 1991-present

- ▣ Typed revised reports and filed records
- ▣ Assembled data from records and filled in various forms
- ▣ Served as desk receptionist
- ▣ Provided general office assistance

Desire job with more typing and more responsibility.

DEREK AND WILSON, REAL ESTATE BROKERS  
43 Kenyon Drive, Mount Vernon, Ohio  
June 1988-June 1991

- ▣ Typed forms and filed records
- ▣ Served as desk receptionist
- ▣ Provided general assistance

Accepted job offer to work in Columbus from Rasmussen and Crandall.

#### **EDUCATION**

GRADUATE, COMMERCIAL DIPLOMA  
Newark High School, Newark, Ohio  
June 1988

#### **Business Skills Courses:**

- ▣ Typing, 3 years.....70 wpm
- ▣ Office Practice, 1 year.....proficient
- ▣ Business Machines, 1 year.....orientation
- ▣ Shorthand, 2 years..... 115 wpm
- ▣ Word Processing, 2 years.....WordPerfect

#### **REFERENCES**

Will be furnished upon request.

