

Isidra Lazzerini

Office Clerk

Profile

Office Clerk with over 4 years of experience in managing office inventory, preparing reports, and maintaining filing systems. Highly organized and detail-oriented with excellent time management skills. Strong interpersonal and communication skills with the ability to work well independently or as part of a team.

Employment History

Office Clerk at Walmart

Mar 2022 - Present

- Answering phones and directing calls to the appropriate personnel.
- Maintaining filing systems.
- Creating and maintaining spreadsheets.
- Processing customer orders .
- Providing administrative support to managers and other staff.

Office Assistant at Target

Aug 2017 - Jan 2022

- Maintained supplies inventory by checking stock to determine order amount and placed orders.
- Organized files, developed spreadsheets, faxed reports, scanned documents and performed data entry.
- Compiled weekly activity reports.
- Answered phones calls and provided customer service.
- Devised new office filing systems.

Education

Associate's Degree at Rice University, Houston, TX

Sep 2013 - May 2017

Research and writing skills, time management and organization, problem solving, customer service, and computer applications.

Certificates

Typing certificate (TC), Type Certificate Corporation

Feb 2021

Office machine operation certificate (OMOC)

Dec 2019

Ten-key adding machine certification (TKAMC), TKAMC

Mar 2018

Computer literacy certification(CLC), Business Computing Institute

Details

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Links

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

Skills

Answering phones



Filing paperwork



Scanning documents



Responding to emails



Managing schedules



Bookkeeping



Welcome customers



Languages

English



Spanish

