**Daniel C. Maclean**

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**Career Objective:**

To work as a file room clerk with "Apple Corporation" and handle data entry, storing, and maintaining of company's documents and records.

**Summary of Skills:**

* Experience of the alphanumerical system for filing documents and records
* Familiarity with the electronic and paper filing rules and practices
* Excellent attention to detail, and expertise in working with MS Office suite and Adobe Acrobat
* Adept in organizing, prioritizing, and coordinating tasks
* Detail-oriented, self-starter with good communication and interpersonal skills
* Skilled in scanning and coding documents

**Work Experience:**

File Room Clerk

ABC Financial Consultancy, Akron, OH

July 2013 - Present

* Collecting incoming documents, sorting, and filing them in electronic system and manually
* Maintaining cleanliness of the file room and ensuring it is termite-free and paper documents are safe
* Scanning, taking photocopies, and faxing documents as instructed by managers
* Stamping and coding files received from internal departments and external agencies
* Placing, and maintaining essential files and records in physical files
* Assisting in entering and updating information in the system when required

File Room Clerk

PQR Insurance Advisors, Inc., Akron, OH

May 2012 - June 2013

* Filed records in alphabetical and numerical order for easy storing and accessing
* Coded and retrieved files and submitted them to managers when demanded
* Managed all electronic and paper databases and records
* Sorted out and purged old files in consultation with senior authorities
* Used ladder in storing and retrieving files stock on tops of shelves
* Stored essential information and important documents on microfilm

**Education:**

* High School Diploma  
  Silver Spring School, Akron, OH  
  2011

**Reference:**

On request.