

Luis Moreno

Office Clerk

✉ luis.moreno@email.com
☎ (916) 555-0190
📍 Sacramento, CA
🌐 linkedin.com/in/luismoreno

SKILLS

Data Entry ●
10-Key ●
Document Scanning ●
Filing ●
Mail Processing ●
Microsoft Excel ●
Microsoft Word ●
Outlook ●
Customer Service ●
Time Management ●

EDUCATION

Associate of Arts 05/2025
American River College
Sacramento, CA
Business Administration

SUMMARY

Office clerk with 2 years of clerical work in a freight company office and a college admissions office. Completes fast, accurate data entry on the 10-key, runs document scanning for shipping records and handles mail processing and phone requests. Comfortable in Microsoft Excel and Outlook, with good time management on daily deadlines.

EXPERIENCE

Office Clerk 07/2025 - Present
Delta River Logistics West Sacramento, CA
Regional trucking and warehousing company with a 70-person main office.

- Process **180** bills of lading and delivery receipts a day, double-checking data entry before invoicing.
- Organize document scanning and indexing for 4,000 shipping files a month in the company records system.
- Handle mail processing, courier packages and returns for the office, logging each item in Microsoft Excel.
- Respond to 30 driver and customer calls a day about delivery paperwork, closing most requests the same shift.

Student Office Worker 08/2023 - 05/2025
American River College Admissions Office Sacramento, CA
Part-time campus job while completing an associate degree.

- Filed and scanned 150+ admission forms a week and updated student files in the college database.
- Drafted form letters in Microsoft Word for 3 counselors and kept their Outlook calendars current.
- Served 40 walk-in students a day at the front counter with friendly customer service.