Jasmine Whitfield

Government Clerk

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Columbus, OH
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SKILLS

- Records Management
- Data Entry
- Public Records Requests
- Microsoft Office
- Filing Systems
- Cash Handling
- Document Scanning
- Permit Processing
- Customer Service
- Attention to Detail

EDUCATION

Associate of Applied Science

05/2024

Columbus State Community College

Columbus, OH

Administrative Office Management

CERTIFICATES

Ohio Notary Public Commission

02/2025

Ohio Secretary of State

SUMMARY

Government clerk with 2 years at a township administration office, handling records management, data entry and counter service for 150 residents a week. Processes permits, fees and public records requests accurately, with close attention to detail and patient customer service.

EXPERIENCE

Government Clerk

09/2024 - Present

Alum Creek Township Office — Columbus, OH

Township administration office serving 38,000 residents with permits, zoning, records and utility billing.

- Process **40** permit, license and fee transactions a day, with cash handling balanced at every close.
- Track 25 public records requests a month and pull files so each answer goes out within 10 business days.
- Complete document scanning and indexing for 3,000 pages of zoning and council files each month.
- Resolve 60 resident calls a day on water bills, trash pickup and trustee meeting dates.

Office Assistant (Part-Time)

06/2023 - 08/2024

Buckeye Valley Title Agency — Columbus, OH

Residential title and closing agency.

- Entered **50** deed and closing documents a week into the title database with careful data entry.
- Organized paper filing systems for 1,200 closed files before the office moved to digital storage.
- Prepared closing packets in Microsoft Office and scheduled courier pickups for the closing team.