

ROBERT CAIN
715 Peralta St Apt# 113
Oakland CA. 94607
Phone 510-407-0620
E-mail rcain18@yahoo.com

Objective Office Clerk

TECHNICAL SKILLS

- Computer Certification in Microsoft Word, Excel, QuickBooks
- Scanning Machine Operator
- Opex Mail Extraction Machine
- Quality Assurance Control

EMPLOYMENT EXPERIENCE

Office Service /Hospitality DTI

San Francisco, CA 2013- Present

Catering Sedgwick law firm events such as evening dinner parties, marketing seminars attorneys conference. Supplied kitchen & pantry stocks such as utensils coffee etc. Clean all counters and kitchen for needed use. Order and deliver supplies to various offices and attorneys. Performed facility duties including placing pictures, moving equipment and installing keyboard trays. Work in Copy Center printing, scanning and copying legal documents for case related trails.

Records Clerk & Mail Coordinator, Canon Business Process Service, Inc. San Francisco, CA 2010-2013

Scanned & distributed insurance files & mail for AIG insurance. Scanned & using UPS & Pitney Bowes tracking software for mail & packages. Converted claims, policies & underwriting files in to reusable data. Performed reception duties and transferred calls to accounts executives.

Quality Assurance Clerk & Receptionist State Compensation insurance Fund Pleasanton, CA 2005-2009

Presorted & scanned batches of daily cash receipts transactions on Opex full-page scanners. Other duties included part-time receptionist & Mail Delivery Clerk.

EDUCATION EXPERIENCE

Laney College

Oakland CA. present

- Pursuing Associated's degree in Business Administration.

Amfaslft Corporation

- Professional certification for using Quick Book

Fremont CA. 2010

Berkeley Adult School

- Professional certification for business communication & job preparation.

College for Alameda

- MS access training
- Miscellaneous Business courses, topics included memos business writing & styles grammar, memos-letter formats word processing tips.