

EXAMPLE OF A CHRONOLOGICAL RESUME

N. C.

29 Place Street + Arlington, MA 02174 + (781) 643-6363

Contact through Jennifer Fike (617) 287-4326

PROFILE

Hardworking, conscientious and energetic office support person seeking part-time clerical role. Particularly enjoy numerical filing, mail delivery and copy jobs.

RELEVANT WORK EXPERIENCE

- 02/13 – Present **Courier, Children’s Hospital, Boston, MA**
- Deliver interoffice and USPS mail between six locations at Children’s Hospital for the General Pediatrics and Institute for Community Inclusion offices
 - Perform copying jobs for both departments as requested
 - Run other errands within the hospital grounds for both departments
- 06/12 – 01/13 **Clerk, Children’s Hospital, Boston, MA**
- Delivered packages, mail and interoffice mail to physician offices throughout the Fegan Building for the Mail Room
 - Sorted and filed documents in the Medical Records Department
 - Performed copy, collating, shredding and other general clerical work for the Communication Enhancement Center
- 9/10 – 6/12 **Clerk, Interactive Data, Bedford, MA**
- Alphabetical filing, faxing, copying, preparing mailings, distributing mail and invoices, and organizing central files as a Clerk in the Finance Department
- 9/10 – 12/11 **Clerk, Lahey Clinic, Burlington, MA**
- Operated an IBM 3270 Information Display System to locate patient records, to charge records to different areas as per outstanding requests/appointments pending allowed, and numerical filing as Medical Records Clerk in the Medical Records Dept.
 - Sorted, distributed and filed medical records according to their destination as File Clerk in the Medical Records Department
 - Located patient records by medical record number, pulled the charts for appointments, filed records according to procedure required as a File Relocation Clerk for Medical Records

EDUCATION

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| June 2012 | Graduate | LABBB Collaborative Programs. Lexington, MA |
| June 2010 | Graduate | Arlington High School, Arlington, MA |