

July 28, 2009

Dear Hiring Manager,

I am seeking employment as a clerk, office worker, or mail processor. I have more than eight years experience in a law firm as an accounting file clerk. My preference is to work in accounting; however, I am open to other opportunities.

My strengths are numerous. I am loyal, dedicated, punctual, honest and committed to high quality workmanship. My resume demonstrates my reliability and experience.

My computer experience includes word perfect, ms word, and excel. Other experience includes mass mail outs of 25000 checks or more using a Hasler 6000A letter insert machine, a copier and high speed scanner.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Harry T. Lackey, Jr.

Enclosure: resume

Harry T. Lackey, Jr.  
214 - 941 - 1466  
htlackey@yahoo.com

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## Profile

- Dedicated accounting file clerk with 8+ years experienced
  - Self Starter.
  - Team Player.
  - Committed to high quality workmanship.
  - Knowledge of Word Perfect, Windows, Excel, and E case.
  - Experience operating Hasler 6000A letter insert machine.
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## Experience

**Accounting File Clerk** Baron and Budd, P.C. 2000 - 2009

- AP Vendor Files and Settlement Deposit Back up
  - » Created new file folders and maintained a filing system
  - » Electronic filing, files are disassembled, high speed scanned, proofed and assembled to be shredded.
- Opened mail and delivered to recipients.
- Maintained historical files:
  - » Payroll records
  - » Settlement referring attorney records
- Responsible for boxes sent to off site storage:
  - » Inventoried contents of boxes, created box form, numbered, labeled and logged boxes into warehouse inventory.
- Performed miscellaneous job related duties as assigned.
  - » Organized mass mailings
  - » Investigated analyzed and compiled client expense records

**Courier** Special Dispatch 1995 - 2000

- Contractor for deliveries in North Texas

City of Dallas 1964 - 1995

- **Code Enforcement Officer** 1980 - 1995  
Investigated violations of city ordinances, achieved voluntary compliance, issued citations for non-compliance, researched deed records at Dallas County, testified in court.
  - **Deputy City Marshall** (Certified Peace Officer) 1969 - 1980  
Responsible for collecting fines, issued court process and arrested violators.
  - **Court Bailiff**, responsible for court order, announced the Judge, and cared for Jurors.
  - **Court Clerk**, 1964 - 1969  
collected fines, balanced receipts, closed docket, typed dockets and warrants
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**Education** Bachelor of Science, Criminal Justice  
University of Texas at Arlington

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**Military** United States Army (served in Viet Nam) 1967 - 1969