

# Valerie Vigil

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## Work Experience

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### File Clerk

- Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Scan or read incoming materials to determine how and where they should be classified or filed.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.

## Education

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GED

## Skills

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- I have done filing before with State Farm working as a temp and also for Echo Star.

## References

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**Available upon request**