

David Park

david.park@email.com | (555) 456-7890 | Springfield, USA

PROFESSIONAL SUMMARY

Administrative professional with 3 years of back-office experience. Expert in Microsoft Office and data management. Strong technical skills and detail-oriented approach to work.

EDUCATION

High School Diploma

Lincoln High School, 2019

SKILLS

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Data Entry, Record Keeping, Written Communication, Verbal Communication, QuickBooks, Filing Systems

WORK EXPERIENCE

Data Entry Specialist

Springfield Records Management, March 2021 - Present

- Enter data into database systems with 99% accuracy
- Maintain electronic and paper filing systems
- Use Microsoft Excel to create reports and track data
- Process invoices and expense reports using QuickBooks
- Communicate with team members via email and written memos

Office Clerk

County Archives Department, June 2019 - February 2021

- Organized and filed historical documents
- Performed data entry for archival database
- Created spreadsheets using Microsoft Excel
- Maintained record keeping systems