LIZA HANSEN

DATA ENTRY CLERK

OBJECTIVE

EXPERIENCE

EDUCATION

SKILLS

CONTACT

REFERENCES

Iam an English Graduate from Side City University who would like to secure the position of data entry operator within a well doveloped, Motivating and progress-driven company in the saless industry.

2015 - 2017

Data Entry Operator

InfoTech

prepares source data and

records data

2013 - 2015

Data Entry Clerk

Techno systems

transferring data to database

systems,

2007-2011

Bachelor of Arts

Side City University, Ohio

2001-2007

High School

Side City High School, Ohio

Customer Relations

Communication Skills

MS Ofﬁce Proﬁcient

Listening Skills

Organizational Skills

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