

# Devon Whitaker

3808 Cranberry Ct

Virginia Beach, VA 23456

[devon.whitaker27@gmail.com](mailto:devon.whitaker27@gmail.com)

**As a potential candidate for employment, I bring a variety of skills I feel will contribute to the growth and ultimate success of your company. I've held several positions throughout my career involving substantial critical thinking, data entry, and customer service, making me an exceptional candidate. I approach every task with those core principles in mind.**

## EXPERIENCE

### **Amp United**, Norfolk, VA 23504- Office Assistance

March 2018- March 2023

- Carried out administrative tasks such as filing paperwork and daily data entry
- Regularly updated information into the company database system record
- Used Microsoft Office and Excel to track important employee information and task
- Organized outdated data and accurately made any necessary changes to records
- Helped assist in onboarding employees with their certification status
- Periodically conducted Data Entry tasks in a remote setting
- Input new information into company database systems
- Main point of contact for the company needs
- Delivered messages while using equipment like faxes or scanners

### **Main Event Boxing Promotions**, Totowa, NJ 07512- Administrative Assistant

June 2015- January 2018

- Scheduled meetings, travel arrangements, and sent out reminders regarding upcoming appointments
- Directed calls to the appropriate person or took detailed messages
- Carried out daily data entry using Excel and Microsoft Office
- Acted as liaison between the clients, vendors, and company
- Maintained electronic paperwork and files
- Sent invoices to clients
- Responded to clients via email or phone
- Helped with budget planning and financial resource needs
- Worked on projects directed by the supervisor

## EDUCATION

### **Tallwood High School**, Virginia Beach, VA 23464- Advance Diploma

Graduated 2014

### **Skills**

- Personable
- Tech Support
- Data Entry
- Customer Service Certified
- Proficient in Microsoft Word and Excel
- Ability to support Google Chrome, Microsoft Edge, Internet Explorer, and IOS Safari
- Organizational Skill
- Verbal Communication
- Written Communication
- Resourcefulness