

MADELEINE GAUTHIER

Data Entry Analyst

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📍 Tahoe Valley, CA

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WORK EXPERIENCE

Data Entry Operator

Heavenly Mountain Resort

📅 January 2021 - current

📍 South Lake Tahoe, CA

- Consolidated spreadsheets and reporting, increasing efficiency and saving \$26K in annual labor costs in 2021
- Adopted computer-based reservations and payment processing structure, leading to a 74% reduction in manual work
- Overhauled filing systems by upgrading to digital systems, saving 19+ monthly hours in repetitive manual input
- Organized data entry of 44 standard work orders, including purchasing, shipping, and receiving

Data Entry Clerk Intern

Sierra-At-Tahoe Resort

📅 May 2020 - November 2020

📍 Twin Bridges, CA

- Logged data for 1,400+ yearly reservations, collecting demographic information that improved marketing performance by 13%
- Consolidated paper and digital spreadsheets, ensuring systematized storage with a 51% reduction in retrieval time
- Utilized EntryPoint software to reduce errors by 33%, achieving 99.5% accuracy
- Collaborated with 3 data entry team members to improve efficiency by 17% through shared systems development

PROJECTS

Sunrise Movement Data Entry

Volunteer

- Standardized data entry systems for an organization of 21,000 student volunteers
- Streamlined merch ordering and logistical spreadsheets, eliminating redundancies and upwards of \$9K
- Established Zoho software adoption, improving communication between 4 data entry volunteers
- Hosted 6 training events for organizing spreadsheets and data collection systems for grassroots organizations

CAREER OBJECTIVE

High School Senior with 2+ years of relevant data entry experience. Seeking employment as a Data Entry Analyst with Emerald Bay Bed and Breakfast to further develop skills in enhancing efficiency and improving customer experience.

EDUCATION

High school diploma

South Tahoe High School

📅 2018 - current

📍 South Lake Tahoe, CA

🎓 GPA: 3.6

SKILLS

- Data Entry Software, including Microsoft Excel, Google Suites, Zoho, and EntryPoint
- Resort Reception & Customer Service
- 65+ Words Per Minute Typing
- Attention to Detail
- High Degree of Accuracy
- Problem Solving

CERTIFICATIONS

- Certified Data Entry Professional