

Ismael Saleem
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Objective:

Bachelor of Science in Biology
Old Dominion University
5115 Hampton Blvd, Norfolk, VA 23529 / December 2020

Skills:

- Python
- SQL (Obtained Certification)
- Excel

Experience:

Data Entry Clerk, Avis Budget Group
300 Centre Pointe Drive Virginia Beach, VA 23462/ April 2021-Current

- Organized and maintained Databases
- Retrieved needed Data
- Analyzed and inspected Data for accuracy
- Corrected inconsistencies within Database
- Collaborated with coworkers to sort files

Office Assistant College of Health Sciences at Old Dominion University
4608 Hampton Blvd, Norfolk, VA 23508 / February 2017-May 2017

- Answered calls and correspondences from inside and out of the department.
- Analyzed applications to Graduate Program to confirm standards were met.
- Organized college transcripts to ensure easy accessibility.
- Graded assignments for professors.
- Assisted professors with preparing testing material.
- Distributed mail for department professors.

References: Available upon request.