Raunel Perez

West Palm Beach, FL

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## SUMMARY

Detail-oriented and fast-learning Software Engineering student with hands-on experience in data entry, doc

## SKILLS

- Data entry and document management

- Fast learner with new software (ERP, Excel, Google Sheets)

- Strong attention to detail and accuracy

- Excellent communication (email and phone)

- Organized and efficient in a fast-paced setting

- Microsoft Office: Outlook, Excel, Word, Access

## EDUCATION

Western Governors University - B.S. in Software Engineering

Expected Graduation: Summer 2025

## RELEVANT EXPERIENCE

University Projects & Personal Experience

- Managed and organized project data using Excel and Google Sheets.

- Entered, checked, and cleaned data for class and group assignments.

- Communicated with classmates to resolve data discrepancies and ensure accuracy.

- Created, filed, and updated digital records for various tasks.

Volunteer Experience

- Digitized member lists and event records for a non-profit using spreadsheets.

- Prepared and managed documentation for team use.

References available upon request