



CONTACT

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 Birmingham, England

ABOUT ME

Over three years experience successfully performing a number of data entry and clerical tasks. A proven track record of efficiency and accuracy in managing multiple functions, solving problems, maintaining confidentiality and producing quality work. Skilled in planning and organizing with the ability to complete tasks on deadline.




LANGUAGE

 English

 French

 Spanish

SKILLS

-  Advanced MS Excel
-  Typing skills: 65wpm
-  Database management

William Burroughs



PROFESSIONAL EXPERIENCE

Data Entry Specialist

Harrison College, Chicago, IL

January 2015

- present

Review and check applications and supporting documents. Code and process applications into required electronic format scan documents into database. Audit on-line applications for accuracy and completeness.

Data Entry Clerk

Greenbro Corporation, Chicago, IL

August 2011

November 2014

Prepared documents for data entry. Verified, updated and corrected source documents. Entered data into designated database and forms. Checked printouts and performed statistical checks for accuracy. Recorded all tasks and activities.



EDUCATION

General Business

Olive-Harvey Community College, Chicago

A.A. General Business

October 2006

June 2011

General

Lincoln Park High School, Chicago



High school graduation

September 2002

June 2006



ADDITIONAL COURSES

-  Database Training Course - 2011
-  Drive License B - 2009