



CONTACT

 079 6144 1956

 is.crawford@example.com

 43 Warner Close, Gilford

ABOUT ME

I am a hard-working, methodical and driven individual with more than three years of experience in the Data Entry field and with the ability to input and manage data accurately, with great speed and in high volumes. I am able to demonstrate effective communication and organisational skills; work on my own initiative, both independently and within a team.

LANGUAGE

 English

 French

 Spanish

SKILLS

-  Persevering
-  Patience
-  Perfectionism
-  Creative

Isabell Crawford



PROFESSIONAL EXPERIENCE

Data Entry Administrator

Amazon, Gilford GL7 8UL

March 2012

- present

Being the first point of contact for data-related queries. Dealing with customers and clients via email and telephone. Manual entering and verification of customer records and orders.

Data Input Assistant

A&P Solutions, Sky Avenue, Redford

January 2010

March 2012

Data input, storage, manipulation, interpretation and backup Converting raw data into useful information Creating reports for management Running statistical analysis on data batches.



EDUCATION

Information Technologies

Lipson Community College

October 2009

June 2013

DDM (Distinction, Distinction, Merit)

Informatics

Primrose High School




September 2002

June 2009

8 GCSEs Grades A*-C.



ADDITIONAL COURSES

-  European Computer Driving Licence (ECDL) - BCS
-  e-Type (typing quickly and accurately) BCS
-  Computer Literacy and Information Technology CLIT