

Data Entry Data Entry Data Entry - CYPRESS WESLEYAN CHURCH I am an administrative professional and I strive daily to be a woman of excellence in my career and personal life. Having a teachable spirit is something I believe to be incredibly valuable because learning should be a life-long process. I am motivated to do well with the tasks given to me and always excited to learn new things. Work Experience Data Entry CYPRESS WESLEYAN CHURCH 2014 to Present Administrative Assistant Fulfillment Processing Assist Ministry Directors with daily/weekly/monthly projects. Microsoft Office Assist church attendees & members with event registrations and Multi-Line Phones miscellaneous inquiries. Utilize and maintain FellowshipOne software. Office Organization Database/Circulation Administrator NATIONAL GROUND WATER ASSOCIATION 2011 to 2014 Team Leadership Entered qualified individuals into database for subscription tracking, and assisted with pulling reports for management. Maintain constituent information by keeping current lists and records. Performed fulfillment duties such as bulk mailings, bookstore orders, mail sorting and distribution. Education M.A. in Pastoral Counseling Liberty University 2007 to 2011

Name: Scott Marsh

Email: alexhardy@example.com

Phone: +1-782-676-6953x4482