

OFFICE ADMINISTRATOR OFFICE ADMINISTRATOR OFFICE ADMINISTRATOR -
GOLFWORLD INC Redfield, AR Work Experience OFFICE ADMINISTRATOR GOLFWORLD INC
March 2015 to Present I used programs like MS Excel for daily sales reports and handled accounts
receivable for customers and vendors. Although I do not have a set schedule, I am employed on an
as needed basis, when home from college. DATABASE INTERN A-STATE COOPER ALUMNI
CENTER August 2018 to January 2019 Mrs. Sharon Quillman is the Database Manager at the
Cooper Center. Under her, I have been working in Banner 9 with information of all alumni from ASU.
We enter, update, and run data for different organizations. Education B.S. in COMPUTER SCIENCE
University of Arkansas at Little Rock - Little Rock, AR December 2021 HIGH SCHOOL DIPLOMA
SHERIDAN HIGH SCHOOL May 2018 Skills Quickbooks, Visual Basic (3 years), Microsoft Access,
Excel, Word (5 years), Adobe Indesign, Photoshop, Premiere (2 years) Certifications/Licenses
Driver's License Assessments Data Entry Skills Expert January 2019 Measures a candidate's
ability to accurately input data and effectively manage databases. Full results:
https://share.indeedassessments.com/share_assignment/thjpemwbebibrski Indeed Assessments
provides skills tests that are not indicative of a license or certification, or continued development in
any professional field. Additional Information SKILLS MS Access, MS Excel, MS Word
Communication Visual Basic Language Ability to make deadlines Adobe Photoshop, Premiere,
InDesign Very adaptable to changes in work place

Name: Alicia Brooks

Email: gjones@example.com

Phone: +1-538-706-0074x298