

Data Entry Clerk Data Entry Clerk Sun Valley, NV Over ten years experience managing offices and successfully interacting with all levels of management. Excellent track record of efficiency and effectiveness in managing communications and customer relationships. Authorized to work in the US for any employer Work Experience Data Entry Clerk Elwood Staffing - Winnemucca, NV September 2016 to August 2017 Lead Teacher/Supervisor ITCN Head Start - Sparks, NV October 2015 to September 2016 Administrative Assistant Waterton Global Mining/Great Basin Gold, Hollister Mine - Winnemucca, NV May 2010 to June 2013 Database Administrator Great Basin Gold, Hollister Mine - Winnemucca, NV September 2007 to May 2010 Business Assistant II Newmont Mining Corp - Battle Mtn, NV June 2007 to September 2007 Education New Horizons Computer Learning Center - Reno, NV Technology and Early Childhood Education Great Basin College - Winnemucca, NV Diploma ITT Technical Institute - Boise, ID Skills Office Administration (10+ years), Data Management (10+ years), Microsoft Office (10+ years), Administrative Assistant, Organizational Skills, Outlook, Receptionist Certifications/Licenses OSHA 10 January 2018 to Present Additional Information OFFICE SKILLS Customer Service, Database & Records Management, Executive & Administrative Support, Reports & Spreadsheets, Data Entry Expert COMPUTER SKILLS Microsoft Word, Excel, Access, Power Point, Outlook, SAP Accounting System, Datamine Database, Ellipse Accounting Program, AcQuire Database, Sage 300 Accounting System

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