Brianley99@gmail.com

6197512529

92119, San Diego United States

Skills

- Campaign Management
- Data Transcription
- Microsoft Office
- Data Management
- Front-End Skills: HTML, CSS
- Scripting Languages: Javascript, Python
- Software Deployment
- Adobe Software
- Time Management

Education And Training

07/2017
High School Diploma:
Chula Vista High School
Chula Vista

Languages

English, Spanish: First Language

Brian N. Ley

Summary

Detailed Data Entry Clerk with experience inputting and organizing data in various software and applications. Extensively trained in transcription, word processing and spreadsheets. Organized individual recognized for transposing large amounts of data with accuracy and speed.

Experience

Spec-Build Systems - General Laborer
San Diego
11/2021 - Current

- Read plans, instructions or specifications to determine work activities.
- Performed repetitive assembly tasks with hand and power tools and automated equipment.
- Operated pallet jacks and forklifts to load and unload supplies and materials.

Ajinomoto Foods - Machine Operator
San Diego
02/2021 - 08/2021

- Documented daily production data and submitted accurate time logs to keep management up-to-date.
- Assigned tasks to employees and monitored productivity, performance and task completion.
- Completed written reports of problems and necessary repairs to forward to management and maintenance personnel.
- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.

Aspire - Account Manager
San Diego
10/2019 - 03/2020

- Met, engaged and pursued customers through networking, referrals and marketing.
- Input data into CRM system to manage existing portfolios and potential leads.
- Researched competitors and customer business models for sales strategy development.
- Negotiated product pricing, freight rates and delivery and payment terms to beat competition and elevate client retention.