**Donna Marie Dryburgh**

**16 Geraldine Drive**

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**(860)871-6940**

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Data entry professional offering experience in a production environment. Works

independently, while consistently maintaining accuracy and attention to detail within deadlines.

**WORK EXPERIENCE**

Merritt Imaging, Mansfield Center, CT (April 2007 – March 2010)

**Image Entry Operator** – approximately 11, 000 kpm (inverted numeric keypad)

Input customer warranties for Simonize Auto Care. First employee tested to work offsite. Through my use of clear communication, and demonstrated production rate and accuracy, my employer was motivated to expand this concept into other departments, directly contributing to a reduction in overall expanses. Positive recognition received for quality and accuracy of work, professional work ethic, and effective customer service skills. Position eliminated.

Saztec International, Vernon, CT (June 2000, 2001 (seasonal)

**Data Entry Operator** – approximately 10,000 kpm (inverted numeric keypad)

Input Connecticut state income tax forms. Received positive feedback for quality and accuracy of work, meeting production rate, and professional conduct.

Company closed.

Varied experience in temporary positions while raising family.

**SKILLS AND EXPERIENCE**

Previous experience includes production data entry, customer service, front desk reception, retail sales. Ten years experience assisting choir directors at my church, including the creation of a children’s choir.

**EDUCATION**

Manchester Community College – Adults in Transition Program (Presently enrolled)

Vernon Adult Education – Medical Terminology (Certificate)

Mattatuck Community College – General Office Skills (Certificate)

Naugatuck High School - Graduate