

About Me

I am a detail-oriented individual with excellent communication skills and a strong work ethic. I am motivated to learn and dedicated to achieving my goals.

Skills

- Microsoft Office Suite
- Customer Service

Experience

Data Entry Clerk at ABC Company

January 2020 - Present

- Enter data into computer systems with a high level of accuracy
- Assist with customer service inquiries
- Provide support to team members as needed

Education

Bachelor of Science in Business Administration

August 2016 - May 2020

Florida State University - Tallahassee, FL