

# Kandysse Cunningham

New Haven, CT 06504  
kandys5e@email.c0m  
(4 7 5) 123-456 7  
www.linkedin.com/example

Analytical Data Entry Specialist with strong recent academic and work experience. Highly focused and efficient, with a 10-key speed of 9,000 KPH. Consistently achieve 100% of goals and standards for data accuracy.

## Key Skills

- ◆ Database Management
- ◆ Efficiency Improvement
- ◆ Microsoft Office Suite
- ◆ Reporting & Documentation
- ◆ SQL
- ◆ Team Collaboration

## Professional Experience

### Data Entry Clerk (part-time)

*GSPANN Technologies, Inc., remote | April 2022 to Present*

- ◆ Accurately and efficiently enter data into Repsly, Fluix, and FastField platforms
- ◆ Engage with customers by chat, phone, and email to answer questions on products and pricing
- ◆ Collaborate with other departments to help fulfill customer requests

### Student Office Assistant

*Gateway Community College GREAT Center, New Haven, CT | August 2021 to February 2022*

- ◆ Entered data into department database for visitor and user activity records
- ◆ Organized, scanned, and filed office paperwork
- ◆ Praised by office manager for completing data entry assignments with 100% accuracy

## Education

### Candidate: Associate of Science in Computer Science - Data Security Specialist

Gateway Community College, New Haven, CT | expected May 2024

#### Select Coursework:

- Cryptography Fundamentals
- Database Applications and Design - Using SQL
- Introduction to Software Applications
- Network Security
- Networking Fundamentals