‍‍Resource

10 Pleasant St Apt 313 Lynn, Ma 01902-4440 | (781) 593-1905 | eflanagan10@outlook.com

DATA ENTRY SPECIALIST

Education

Associate Degree | 1986 | North shore community college

* Major: Business Administration
* Minor: [Click here to enter text]
* Related coursework: [Click here to enter text]

Diploma | 1978 | St mary’s high school

* Major: Secretarial
* Minor: [Click here to enter text]
* Related coursework: [Click here to enter text]

Skills & Abilities

Management

* Perform Typing or Data Entry For Extended Time Periods
* Enter Data on Keyboard for Computer Storage & Processing
* Filing, Math, Spelling, and Communication Skills

Sales

* On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.
* Looking for a matching cover letter? All you had to do was ask! On the Insert tab, select Cover Page.

Communication

* You delivered that big presentation to rave reviews. Don’t be shy about it now! This is the place to show how well you work and play with others.

Leadership

* Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You’re a natural leader—tell it like it is!

Experience

Data entry specialist | barry mfg co inc, lynn ma | 1987-nov 30 2012

* Entered daily shoe orders into the computer system
* Prepared and mailed out invoices after verifying accuracy
* Handled all filing assignments
* St Mary’s Volunteer Teacher Aide

Server | Lynn senior center | July 1 2015 to present

* Serve lunch and snacks
* Serve popcorn and juice
* Clean Tables