

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Data Entry Clerk - Company / Location

MONTH YEAR - Present

- Enter data into Google Sheets and other software promptly, ensuring there are no errors in the final product.
- Provide reports for managers on data trends, custom information, and more.
- Keep all customer and employee information up to date within the company's software.
- Maintained financial records for invoices, accounts receivable, accounts payable, and more to ensure the company was on track financially.

Payroll Processor - Company / Location

MONTH YEAR – MONTH YEAR

- Process payroll for all employees based on the company's payment schedule.
- Enter payroll information into the processor fast without compromising the accuracy of payment details.
- Communicate discrepancies with payment to employees when necessary and consult a manager for clarification when necessary.
- Manage payment records for tax purposes and if employees ever have questions regarding their paychecks.

Project Experience

- **Data Entry for a Local Charity:** Assisted a local charity with data entry to track donations, volunteers, and other vital information for them to build their charity events.

Education

Bachelor's Degree in Business - NYU

MONTH YEAR

- GPA: 3.6
- AWARD
- AWARD

High School Diploma - PS 17

MONTH YEAR

- GPA: 3.6
- AWARD
- AWARD

Skills

Expertise

- QuickBooks
- Google Sheets
- 70 WPM
- Excellent written and verbal communication
- Accuracy
- [Computer literacy](#)

Licenses & Accreditations

Licenses & Accreditations

- Certified Bookkeeper (CB)
- Certified Data Entry Professional (CDEP)