

# NAME

TITLE

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

## Profile

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## Experience

### Freelance Data Entry Specialist - Company / Location

MONTH YEAR - Present

- Network and build relationships with clients to assist with all their data entry needs across various industries.
- Input data efficiently and accurately into clients' data management software for them to review and access when needed.
- Manage data entry for several clients at a time while managing to remain confidential, accurate, and meet deadlines.
- Create detailed reports based on data entered to allow clients to make business decisions easier.

### Entry-Level Data Entry - Company / Location

MONTH YEAR – MONTH YEAR

- Enter data into Microsoft Excel with a high level of accuracy quickly.
- Organize the data in ways that make the most sense to those who will be accessing the data for business purposes.
- Assist with processing payroll every other week to ensure all employees are paid on time and the correct amount.
- Create reports containing all the data entered into Microsoft Excel for managers' meetings and brainstorming sessions.

### Project Experience

- **Volunteer Data Entry:** Assisted a local charity with data entry for the soup kitchen to gather information on regular attendees, how much food is consumed, etc.

## Education

### Associate's Degree in Information Technology - New York Community College

MONTH YEAR

- GPA: 3.8
- AWARD
- AWARD

### High School Diploma - PC

MONTH YEAR

- GPA: 3.9
- AWARD
- AWARD

## Skills

### Expertise

- Google Suite
- Excellent written and verbal communication
- Close attention to detail with great accuracy
- 80 WPM
- Time management skills
- Microsoft Office

## Licenses & Accreditations

### Licenses & Accreditations

- [Google Analytics Individual Qualification \(IQ\)](#)
- Microsoft Office Specialist (MOS)
- Online Business Manager (OBM) Certification