

Kandysse L. Cunningham

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Personable, analytical Data Entry Specialist with two years of experience in customer service and various database platforms. Self-directed, skilled in multi-tasking, and constantly exploring ways to exceed expectations of customers and managers.

Key Skills

- 80 WPM
- 10-key speed: 9,000 KPH
- Knowledge of SQL
- Microsoft Office
- Team player
- Strong verbal and written communication skills

Professional Experience

Part-Time Data Entry Clerk

GSPANN Technologies, Inc. (Remote) | April 2019 – Present

- Entering data into Replsly, Flux and FastField platforms
- Communicating with customers via chat, phone and email
- Answering customer questions about products and pricing
- Interacting with internal departments to help fulfill customer requests

Student Office Assistant

Gateway Community College GREAT Center, New Haven, CT | August 2018 – February 2019

- Greeted visitors and college personnel in person, by phone or via electronic media
- Handled requests or directed persons to proper sources
- Filed and scanned office paperwork
- Entered data into department database for visitor and user activity records
- Commended by Office Manager for excellent customer service and 100% accuracy with data entry assignments

Education

Associate of Science in Computer Science - Data Security Specialist

Gateway Community College New Haven, CT, August 2019 – current (expect to graduate May 2021)

Coursework completed:

- Introduction to Software Applications
- Database Applications and Design – Using SQL
- Networking Fundamentals
- Network Security
- Cryptography Fundamentals
- Attacks and Counter Measures

High School Diploma

New Haven High School New Haven, CT, 2019