

Kandysse Cunningham

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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