

Brandon Smith
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Profile

Highly accurate data entry specialist with the ability to manage multiple priorities while meeting tight deadlines. Enjoys a fast-paced environment and adapts well to changing work priorities. A team player that communicates well with others while also adept at working independently. Excellent computer skills with an ability to learn new programs quickly.

Key Skills

- Detail-oriented and reliable
- Strong computer skills with proficiency in MS Office and Google Docs
- Ability to type 75 WPM with zero errors
- 9,000 KPH 10-key typing speed.
- Team player with a positive attitude

Education

Associate degree in Business Administration

CLARK COMMUNITY COLLEGE Columbus, OH, September 2018 - June 2020

Coursework completed:

- Basic Accounting
- Business Communications
- Leadership
- Advanced Keyboarding
- MS Excel Expert

High School Diploma

WASHINGTON HIGH SCHOOL Columbus, OH, September 2014 - May 2018

Graduated with honors (3.5 GPA)

Professional Experience

Data Entry Clerk, PSI Resources, Columbus, OH

June 2020 - Present

- Uploads and enters large amounts of data from hard copies and MS Excel spreadsheets.
- Maintains a record of 99% accuracy in orders
- Compiles data for internal reports for manager
- Provides general office support as needed

Receptionist (Part-Time), HTL Enterprises, Columbus, OH

June 2019 - June 2020

- Greeted clients from the front desk in a courteous and professional manner
- Answered telephones and directed calls to the proper department
- Entered data into MS Excel spreadsheets accurately