Name

Address

email/ph

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Professional Summary

Productive Data Entry Clerk Driven to accomplish data entry tasks on time or ahead of schedule. Extensive training in MS office suite.

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Skills

- MS Windows proficient
- Word processing
- Professional and mature
- Articulate and well-spoken
- Proofreading
- Maintains confidentiality
- Dedicated team player
- 60-65 WPM typing speed

- Critical thinking
- Attention to detail
- Filing and data archiving

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Work History

11/2013 to 03/2016 **Data Entry Clerk I**

Brevard County Clerk of Court – Melbourne, Florida, United States
- Entered numerical data into databases in a timely and accurate manner.
- Prepared orders for the Brevard County Clerk of Courts in preparation for them to be scanned into a digital database
- Entered data into a mental health database

2008 to 2010 **Front Desk Clerk**

Eastern Florida State College - Cocoa Campus – Cocoa, Florida, United States
- Answered an average of 10+ calls per day by addressing student proctor exam scheduling
- Greeted students entering the math and learning lab to ascertain what each student wanted or needed.
- Politely assisted customers in person and via telephone.

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Education

Current **Associate of Science**: **Digital Television/ Digital Media Production**

Eastern Florida State College - 1519 Clearlake Rd, Cocoa, FL 32922

HOBBIES

Troubleshooting computer (Certified) problems.Learning stuff online in spare time to better understand the tasks that I set myself to do