

LOREM IPSUM

89 Springtime Road
New York, NY 12816

Phone: 9599889860
Email: info@way2writers.com

DATA ENTRY EXPERT

Office Clerk with 7+ years of experience handling confidential tasks and conducting routine office tasks. Possess proven managerial experience and cost-cutting abilities, while maintaining high standards and achieving company goals. Aiming to transfer my work experience and abilities into a legal secretary role at your firm. Hold a BA in Sociology, a Technical Writing Certificate, and a Legal Secretary Certificate.

ADMINISTRATIVE SKILLS

- Handled all payroll activities for 30+ employees and ensured posting of checks before the end of the month
- Answered incoming calls (avg. 40/day) resolving issues with both customers and billing department
- Assisted in document scanning (100+/day) and logged them in the company's proprietary computer system

ANALYTICAL SKILLS

- Analyzed all company data entry systems and prepared recommendations for system-wide efficiency improvement
- Converted manual payroll system into all digital system, designing, implementing and training staff on usage
- Researched all client loan discrepancies, and acted accordingly, consistently attaining 95%+ customer satisfaction

COMMUNICATION SKILLS

- Supervised and train staff of 3 regular clerks
- Received "Team Player of the Year" award
- Team worker who is able to adapt in highly dynamic and changing situations in the office

WORK HISTORY

GAMMA CORPORATION, OFFICE ASSISTANT, LIVERPOOL, UK,
SEMA LLC, PAYROLL CLERK, CONCORD, NH
BLATCHE INDUSTRIES, ASSISTANT, CONCORD, NH
2011

2014 – PRESENT
2012 – 2014
2009 –

EDUCATION & TRAINING

Legal Secretary Certificate, Kaplan University, Gramtown, NH
January 2016