**SUMMARY**

Self­starting, goal­oriented strategist whose confidence, perseverance and vision promote success. Proven record of working within a budget. Organized and efficient. Major strengths in planning, problem solving and communication. Honest, friendly, outstanding communication skills.

**CORE COMPETENCIES**

Cashier.

**PROFESSIONAL EXPERIENCE**

# Senior Data Entry Operator

## ABC Corporation ­ 1989 – 1992

**Key Deliverables:**

* Answered telephones, directed calls and took messages.
* Compiled, copied, sorted and filed records of office activities, business transactions and other activities.
* Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Recommended merchandise and services that met customers needs.
* Adjusted inventory records to reflect product movement.
* Calculated and compiled order­related statistics, and prepared reports for management.
* Verified customer and order information for correctness, checking it against previously obtained information as necessary.

# DATA ENTRY OPERATOR

## ABC Corporation ­ 1986 – 1989

**Key Deliverables:**

* Prepared new employee personnel folders, calculated time sheets and maintained accurate employee attendance records.
* Operated a variety of office machines­ mail meter, fax and copier.
* Maintained office filing systems and generated reports from files created.
* Opened mail, dated and distributed to office staff.
* Supervised typists, distributed workloads, scheduled vacations and recorded time sheets.
* Prepared General Ledger account code spreadsheets.
* 10­key by touch 8000 keystrokes per hour..

**EDUCATION**

Medical Office Adminstration ­ (Craven Community College ­ New Bern, NC)