

SUMMARY

Self-starting, goal-oriented 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 order-related 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.
- 10-key by touch 8000 keystrokes per hour..

EDUCATION

Medical Office Administration - (Craven Community College - New Bern, NC)