



MASON WILSON

Data Entry/Administrative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Microsoft Excel



Microsoft Word



Forklift Operator



Pallet Jack



Powerpoint



🏆 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

💪 STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

🗣️ LANGUAGES



English



Dutch



German

🏆 ACHIEVEMENTS

★ Achieved a 25% reduction in data entry errors through rigorous quality checks.

★ Enhanced operational efficiency by implementing a new data tracking system.

★ Streamlined administrative processes, resulting in a 30% time savings for project completion.

👤 PROFESSIONAL SUMMARY

Detail-oriented Data Entry/Administrative professional with 5+ years of experience in managing data accuracy and administrative tasks, enhancing operational efficiency and supporting team productivity through effective organization.

💼 WORK EXPERIENCE

Data Entry/Administrative

📅 May / 2019-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Data entry and processing of information using sap, Quickbooks, and Microsoft Excel.
2. Resolving processing issues arising from incorrect purchase orders or receiving.
3. Determines the cause of error message while entering data and makes appropriate corrections.
4. Prepared source data for computer entry by compiling and sorting information, establishing entry priorities.
5. Verify data and correct data where necessary maintain logbooks or records of activities and tasks field telephone calls and maintain operations by following policies and procedures reporting needed changes.
6. Assisted guests with booking new reservations, changing existing reservations, and canceling reservations.
7. Maintained and updated client records, improving data retrieval speed by 30% for the team.

PHONE OPERATOR

📅 May / 2015-May / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Supported additional functions in administrative and payroll areas as needed.
2. Organized forms, made photocopies, filed records, and prepare correspondence and reports.
3. Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
4. The cashier kept the clothing areas neat and assisted customers with finding merchandise.
5. Contacted account holders to confirm enrollment and personal information.
6. Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.

🎓 EDUCATION

Associate of Applied Science in Business Administration

📅 May / 2012 - May / 2015

Springfield Community College

📍 Seattle, WA

Focused on administrative processes, data management, and customer service skills.