



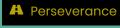


Martial Arts



INTERESTS









LANGUAGES







English

Dutch

German

ACHIEVEMENTS



Enhanced operational efficiency by implementing a new data tracking system.

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

MASON WILSON

Data Entry/Administrative

Support@qwikresume.com

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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

Thicago, 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 / May / 2012 2015

Springfield Community College

耳 Seattle, WA

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