

999 Main Street,
Any town, NY 99999.

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Carina Williams

Objective

Organized, detail oriented administrative professional seeking a challenging position that allows my knowledge and experience to provide a valuable contribution to the organization.

Work experience

12/09-5/10 **ABC Inc., Any town, NY**

Data Entry Specialist

- Sort through, code, and prepare confidential financial documents to be scanned.
- Scan such documents into the computer.
- Upload documents into RDR system.
- Maintain record of all documents scanned and entered into the system.

10/07-3/08 **XYZ Corp., Any Town, NY**

Office Clerk / Data Entry Specialist

- Provided administrative support.
- Entered data into database.
- Typed correspondences.
- Provided case management staff with administrative support.
- Composed, transcribed, and typed reports and other documents.

1/07-7/07 **BCD Inc., Any Town, NY**

Claims Processor - Processing Department

- Entered bills of lading at an average speed of 30 per hour.
- Used company-specific software.
- Entered information including, but not limited to, addresses, phone numbers, freight descriptions, and purchase order numbers.
- Quickly learned how to use software and mastered it.

Education

9/05-5/06 **New York University**

Major-Communications

1/03 - 4/05 New York university
New York High School

Major-Communications
June 2002

Type 40 wpm

Proficient in Microsoft Word, Outlook, and PowerPoint

Intermediate in Excel