

Digby Keyes
12345 Yuma Way, Tualatin, OR 97062
(971) 555-5005, digkeyes2002@zmail.com

OBJECTIVE

Seeking work as a Data Entry Clerk bringing strong keyboard and data-organization skills to provide useful and accurate results.

KEY STRENGTHS

- Computer: 10 Key, MS Office Applications, Google Applications
- Typing Speed: 65 WPM
- Able to perform assigned tasks and projects within narrow timelines
- Demonstrated ability to ensure complete and accurate data
- Thorough understanding of maintaining precise computer and paper records
- Bilingual: Able to communicate effectively in English and Spanish

RELEVANT SKILLS

- Proven ability to operate various data entry software
- Able to multitask without compromising the quality of work
- Good attention to detail

EDUCATION

McMinneville High School, McMinneville OR
High School Diploma – 202X

Portland Community College, Portland OR
AAOT in Progress, Computer Information Systems coursework

EXTRACURRICULAR ACTIVITIES

Member of the PCC Computer Club
Treasurer of the PCC Horticulture Club
Fundraiser Coordinator, McMinneville High School Band

EXPERIENCE

Cashier/Server/Hostess, Cheesecake Factory, Clackamas OR, 202X - Present

VOLUNTEER WORK

- Worked as a volunteer for PACA (People Against Child Abuse) as part of a summer project – Outreach and Data Entry
- Provided volunteer services to Portland Rescue Mission