

Larry Torres

Organized data entry clerk with nearly two years of experience in administrative positions. Background in education and finance sectors. Quick learner who easily integrates into new roles and responsibilities. Recognized for reducing paper use and maintaining a typing speed of 88 WPM. Partners cross-functionally to improve data entry workflows.

CONTACT



(123) 456-7890



email@example.com



Portfolio



Cincinnati, OH

EDUCATION

Associate of Science (A.S.) in
Business Administration
Franklin University, Cincinnati, OH
June 2024

KEY SKILLS

- Attention to detail
- Database management
- Data verification and processing
- Microsoft Dynamics GP
- Time management

PROFESSIONAL EXPERIENCE

Data Entry Clerk | Noventus, Cincinnati, OH
July 2023 – Present

- Manage an average of 100 client accounts, utilizing Microsoft Dynamics GP
- Collaborate with the finance team to ensure the overall accuracy of the month-end and year-end financial reporting
- Process and verify at least 1,000 sources monthly to maintain client databases
- Develop customized financial reports to meet each client's specific needs and regulatory requirements
- Decreased data retrieval time by 15% after scrubbing nearly five years of historical data

Administrative Assistant | Greenville Art Preschool, Cincinnati, OH
August 2022 – June 2023

- Provided administrative support to five staff members and parents or guardians of approximately 50 students
- Maintained an organized office space to support daily operations
- Reduced paper use by 60% through a new digital record-keeping system for student files
- Facilitated over 60 school tours per year, contributing to a 15% increase in student enrollment
- Ensured all enrollment paperwork was completed by parents and guardians

CERTIFICATIONS

- Certified Administrative Professional, IAAP, September 2024