



JORDAN PHAM

Recent grad with strong typing and 10-key skills looking for a data entry role. Comfortable working from spreadsheets, scanned forms, and handwritten notes, and careful about double-checking my own work before submitting it.

CONTACT



(775) 555-0188



jordan.pham@example.com



linkedin.com/in/jordanpham



Reno, NV

KEY SKILLS

- Typing 72 WPM
- 10-key (10,500 KPH)
- Microsoft Excel and Google Sheets
- Microsoft Word
- Banner student records system
- Document scanning and filing
- Basic data clean-up
- Customer service
- Bilingual English and Vietnamese

PROFESSIONAL EXPERIENCE

Records Clerk (Work-Study) | Truckee Meadows Community College, Registrar Office, Tampa, FL, Reno, NV

August 2023 - July 2024

- Entered transcript requests and grade changes into Banner for about 120 students per shift.
- Sorted and scanned around 6,500 pages of student files into the digital archive over the school year.
- Cross-checked address updates against ID forms to catch typos before mailing.
- Answered front-window questions while keeping a personal entry queue moving.

Cashier | Sierra Fresh Market, Sparks, NV

April 2021 - October 2023

- Rang up 200+ customers per shift on a touchscreen POS with cash and card handling.
- Closed the register within \$2 of expected count on more than 95% of shifts.
- Trained three new hires on coupon entry and produce code lookups.

EDUCATION

Associate of Arts in General Studies

Truckee Meadows Community College | February 2024

72 WPM verified through career services

Typing certificate