

Farid Ingram

Entry-Level Clerk

Administrative office professional with 2 years of experience in data entry, label printing, and records management using Microsoft Excel, Microsoft Word, and Bartender label software. Maintains a 99.2% data entry accuracy rate when entering vendor invoices and purchase receipts into Microsoft Excel across 1,140 records per month.

CONTACT INFORMATION

(859) 555-0118

farid.ingram@example.com

Harrodsburg, KY 12345

KEY SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Bartender label software
- Multi-line phone system
- 10-key calculator
- Mail sorting and routing
- Data entry
- Photocopier and scanner operation
- Records filing

PROFESSIONAL EXPERIENCE

Entry-Level Clerk | Dix River Office Solutions LLC, Harrodsburg, KY
2025 - Present

- Print an average of 187 shipping and filing labels per day using Bartender, supporting warehouse dispatch and records management for a 19-person office.
- Reduced average customer wait time at the reception window from 8 minutes to 3 minutes by reorganizing the visitor sign-in process and pre-sorting inquiry forms.
- Enter vendor invoices and purchase receipts into Microsoft Excel, sustaining a 99.2% data entry accuracy rate across 1,140 records per month.
- Answer a multi-line phone system, direct calls, and take messages for 4 departments during morning and afternoon peak periods.

Office Assistant | Chaplin Creek Property Group, Danville, KY
2024 - 2025

- Printed 112 address and folder labels per day for tenant correspondence and lease files using Bartender and Microsoft Word.
- Keyed tenant contact records and payment details into Microsoft Excel with a 99.3% accuracy rate across 870 entries per month.
- Ran errands between 3 building locations, delivering signed documents and office supplies on a scheduled twice-daily route.

EDUCATION

AAS in Administrative Office Technology
Bluegrass Community and Technical College, Lexington, KY | 2022 - 2024