

SHARON ENGLEADOW

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Professional Summary

[Job Title] accomplished at transposing large amounts of data with accuracy and speed. Highly organized and detail-oriented. Organized and efficient [Job Title] highly skilled in office administration, data organization, proofreading, database management and word processing. Productive [Job Title] driven to accomplish data entry tasks on time or ahead of schedule. Extensive training in [Software Program].

Skills

- Database management
- Accurate and detailed
- Professional and mature
- Proofreading
- Maintains confidentiality
- Independent worker
- Works well under pressure
- Flexible
- Dedicated team player

Work History

cargo agent

05/2009 to 01/2015

abm/airserv – Denver, CO

- Entered numerical data into databases in a timely and accurate manner.
- Scanned documentation and entered into the database.
- Reviewed and updated client correspondence files and scheduling database.
- Communicated with domestic and overseas offices to arrange B2B shipments.
- Assisted with receptionist duties, file organization and research and development.

cargo agent

07/2007 to 05/2009

Swissport – Denver, CO

- Entered numerical data into databases in a timely and accurate manner.
- Scanned documentation and entered into the database.
- Obtained scanned records and uploaded them into the database.
- Reviewed and updated client correspondence files and scheduling database.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
- Communicated with domestic and overseas offices to arrange B2B shipments.
- Assisted with receptionist duties, file organization and research and development.

housekeeper

06/2005 to 07/2007

Monaco Square Apartments – Denver, CO

- Vacuumed rugs and carpeted areas in offices, lobbies and corridors.
- Polished glass surfaces and windows.
- Washed, cleaned and disinfected water coolers.
- Cleaned and buffed tile floors using industrial cleaning equipment.
- Dusted picture frames and wall hangings with a cloth.
- Removed waste paper and other trash from the premises to designated area.
- Operated power equipment tools such as backpack vacuums for up to [Number] hours per shift.
- Accepted accountability for all assigned building keys, master keys and access cards.
- Disinfected and mopped bathrooms to keep them sanitary and clean.
- Cleaned walls, windows, shades and curtains.
- Used chemicals and other cleaning equipment in a proper, safe and responsible manner.

Education

GED:

1987

Thornton High School - Thornton, CO