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## **OBJECTIVE**

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Dedicated and knowledgeable Office Personnel with extensive experience related to data entry, customer service and employee supervision. Possess excellent typing skills and ability to work with little supervision.

## **SKILLS AND ABILITIES**

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I AM SKILLED INTO DATA ENTRY. I HAVE MANY YEARS OF EXPERIENCE IN THIS FIELD.

## **EMPLOYMENT HISTORY**

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**CASHIER**, 05-2005 - 11-2009

*WALMART, TAYLOR, MI*

Provided excellent customer service. Efficiently operated cash register and maintained balanced cash drawer. Kept work area organized and prepared for next shift.

**LEAD CASHIER**, 06-2004 - 05-2005

*GOODWILL INDUSTRIES INC., LOWELL, MI*

Provided professional leadership and supervision to assigned employees. Performed work assignments in a timely manner. Kept staff motivated and customer ready. Worked well as part of a team.

**GENERAL OFFICE**, 11-2000 - 05-2004

*TCI TRUCKING INC., LINCOLN PARK, MI*

Entered invoices into designated computer program. Operated general office equipment including, printers, copiers, and facsimile machines.

## **EDUCATION**

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**DIPLOMA - BUSINESS**

*ROOSEVELT HIGH SCHOOL, MI*

## **CERTIFICATES / LICENSES**

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**DATA ENTRY CERTIFICATE**

*ABC SCHOOL OF KEYPUNCHING, MI*

## **NOTES / OTHER INFORMATION**

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HARD WORKER, RELIABLE, CAN WORK WELL WITH OTHERS OR UNSUPERVISED, PAYS ATTENTION TO DETAIL. EXCELLENT DATA ENTRY SKILLS.