BRADEN K. MARKLINGER

BRADEN.MARKLINGER@GMAIL.COM

1870 PENNSYLVANIA ST. • DENVER, CO • 80203

(517) 643-5473

November 21st, 2014

To whom it may concern,

Please accept the enclosed resume as an application for the Data Entry position available. I am applying as I believe I meet and exceed the necessary requirements for the position as I have both experience and familiarity involving data entry, office procedures and receptionist duties from my education and previous employment.

I have a strong working knowledge of Microsoft (and other) operating systems, word and data processors with a particular familiarity with Excel in multiple capacities (data entry, formal data presentation, extended calculations) and multiple accounting software. I gathered this experience during my studies and, particularly, during my employment at an Oklahoma State University laboratory where I was responsible for data collection (specifically in the field of invasive species) and entry as well as the presentation of said work. This position also refined my attention to detail and accuracy in a fast-paced environment as mistakes are often costly and time consuming to alter in data entry situations. I also acquired a working knowledge of office procedure and accounting software (mainly QuickBooks) while employed at Michigan State University as a receptionist. During my employment as a receptionist I learned the importance of multi-tasking and working effectively in a group setting. This position instilled a sense of consistency and accuracy when dealing with cash and credit transactions.

I believe my previous experience in data entry and my proficiency at office and clerical tasks would lead me to be an effective and useful contribution to your team. I have acquired a strong sense of punctuality, organization and time management from my education and employment as well. I would greatly appreciate consideration for an employment position in which I already possess the necessary skills and am very interested in pursuing.

I appreciate any consideration given to this application and would be gracious for the opportunity to bring my knowledge and experience to work.

Sincerely,

Braden K. Marklinger

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OBJECTIVE

I aim to gain full time employment to further my professional growth. By utilizing my education, experience, and diverse cultural experiences, I hope to positively contribute to a company and expand my professional horizons.

EXPERIENCE

| 2012 - 2013 | Michigan State University Receptionist | E. Lansing, MI |

Front Desk Receptionist
- Clerical duties, including filing, office organizing and data entry
- Student ID verification. on all ingoing after-hour persons
- Responsible for cash and credit transactions and the recording of said transactions

| 2011 - 2012 | Oklahoma State University N.R.E.M. Lab | Stillwater, OK |

Laboratory Assistant
- Assisted in a wide range of laboratory and office specific tasks (mainly data entry)
- Responsible for formal data processing and final display
- Cross referenced data to ensure accurate data was entered and recorded
- Maintained an efficient level of communication with supervisors

EDUCATION

| 2010-2013 | Michigan State University | E. Lansing, MI |

- Bachelor of Science in Chemistry

| 2006-2010 | Anglo-American School of Moscow | Moscow, Russia |

- International Baccalaureate (I.B.) Degree

SKILLS AND INTERESTS

- Proficient in all major operating systems (Windows, MAC OS, Linux) and several word and data processors (Word, Excel, PowerPoint, MatLAB, Outlook, Numbers, ect.)

- Familiarity with accounting software (primarily QuickBooks and QuickBooks Online)

- Eager to quickly learn new programs and processes

- Experience in an office setting (capable of scanning, faxing, filing, efficient typing, ect.)

- Articulate phone skills and clear, legible handwriting

- Ability to prioritize duties and effectively multitask

- Time-management and deadline-adherence skills

- Excelling both with a team and on individual tasks

- Analytical Chemistry Study Group Leader

- Michigan State University Chess Club

- Theta Delta Chi (ΘΔΧ) Fraternity E-Board Scholarship Chair and Meeting Scribe

- Participation in many Autism Speaks awareness and fundraising events

- Comfortable working and communication efficiently with a diverse population due to my extended experiences living abroad

REFERENCES

Hannah Chase • Supervisor at Michigan State University

chasehan717@gmail.com • (818) - 292 6769

Dr. Gail Wilson • Supervisor at Oklahoma State University

gail.wilson@okstate.edu