

# Angela Franklin

## Data Entry Clerk

Denver, CO

AFranklin0328@Outlook.com - 7204295410

Office professional specializing in customer service and administrative support; dedicated and team oriented individual with proven ability to adapt, learn quickly and constantly meet specified goals

### WORK EXPERIENCE

#### **Volunteer**

Denver Human Services - Denver, CO - July 2012 to Present

Participated in ongoing training specializing in administrative support

Filed and retrieved documents as requested

Disposed of outdated files in accordance with company procedure

Maintained confidentiality and privacy for client and company files

#### **Intern**

A.R.T.S Outpatient Clinic - Denver, CO - November 2012 to December 2012

Maintained confidentiality of client and company files

Filed and retrieved medical files as requested

Utilized 10-key calculator to total monthly balances

Observed the operations of a non-profit to gain experience

Monitored and cataloged inventory of office supplies and forms

#### **Data Entry Intern**

Summit Staffing - Denver, CO - October 2012 to November 2012

Greeted convention event visitors

Entered pertinent data in to computer system to assist and direct patrons accordingly

Distributed tickets and badges

Performed other various assigned duties

#### **Cashier/Customer Service**

Carls Jr - Denver, CO - July 2011 to December 2011

Handled cash and credit transactions

Performed janitorial services to maintain sanitary dining areas

Gained further experience with POS register

#### **Volunteer**

Urban Land Conservancy - Denver, CO - April 2011 to July 2011

Community based training focused on administrative assistancing

Answered incoming telephone lines in accordance with company procedure

Made copies, collated, stapled, and faxed documents

Performed other various assigned duties like restocking supplies

## EDUCATION

### **Business Administration**

The Womens College University of Denver - Denver, CO  
2011 to 2014

### **Certificate in Business Services**

Community College of Denver - Denver, CO  
2012 to 2013

## SKILLS

10-Key, Inventory control, Excellent communication skills, Courteous demeanor

## AWARDS

### **Dean's List**

December 2012

Placed on the Dean's List for academic achievement for the spring semester 2012

### **Academic Achievement**

November 2012

Awarded for academic achievements for fall semester 2012 and Perfect attendance

## GROUPS

### **Phi Theta Kappa Honor Society**

December 2012 to Present