

Hannah D'Arcy-Weisser

h.darcyweisser@gmail.com

(303) 514-1615

Results-focused, detail-oriented, goal-driven Data Entry Clerk

with a bachelor's degree from The University of Colorado. Possesses knowledge of MS Office Suite, databases, programming, data verification, research, instruction, and Senn Delaney Culture Training.

Skills Summary

- LinkedIn Prep: Excel 2016 MOS
 - MS Access Database Design
 - Types 67 WPM, RATATYPE.com
 - Bookkeeping
 - TESOL English instructor
 - Proficient in Spanish
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Education

Certificate, Bookkeeping, Red Rocks, GPA: 4.0 Completed May 2012
Certificate Web Development & Design, Red Rocks, GPA: 3.9 Completed May 2013
B. A., University of Colorado at Boulder, GPA: 3.85 Completed May 2007

Work Experience

Forecast Analyst at CenturyLink Sep. 2018 - Jan. 2019

Experis ManpowerGroup

- Monitored and reported multiple dispatch areas' workload with MS Excel
- Researched recommitments in MS Access database and coordinated rescheduling
- Delivered daily reports and custom reports at request with MS Outlook

Packing Specialist June 2017 - Sep. 2018

Lizanosite.com

- Shipped goods according to invoices
- Managed inventory rotation
- Packaged materials efficiently

Tutor Sep. 2011 - current

www.wyzant.com/Tutors/WiserEducation | VIPKID.com

- Provided multimodal instruction as determined by individual assessment

- Monitored achievement and provided constructive feedback
 - Coordinated with teachers to align goals
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Volunteer Experience

Metro Caring | Jefferson Action Center

Nov. 2016 -

current

- Researched, verified and entered data into spreadsheets
- Fulfilled orders and organized inventory