

Ben Jordan
1301 South Florence Street Apt. 1912
Denver, Colorado 80247
(910) 987-3260
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Recent college graduate eager to leverage college degree to secure a data entry clerk position. Highly organized, hard-working, motivated, and efficient. Skilled in a variety of office support tasks, including: office organization & administration, records & database management, general bookkeeping, spreadsheets & reports, scheduling & calendaring, meeting & event planning, calculations, filing & data entry, answering phones and greeting customers.

Education University of North Carolina at Chapel Hill, Chapel Hill, NC
B.A., History (American), May 2012

Arapahoe Community College
Paralegal Certificate, currently enrolled

Work Modern Moving and Storage, Fayetteville, NC, (910) 483-0114
Experience Mover, May 2010-August 2010, June 2011-August 2011, June 2012-August 2012,
December 2012-January 2013

Computer Microsoft Office (Word, Excel, Powerpoint), iPages, pdf, Internet Explorer, type
Skills 45 wpm, data entry, fax machine, copier, telephone

Skills Can meet deadlines, work well independently and interpersonally

References Kendric Harrison (910) 964-3667
Owen Shearer (910) 229-7110