

## Robert Martin

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(999)999-9999  
[email@gmail.com](mailto:email@gmail.com)

To utilize skills as an Office Assistant, Data Entry Clerk, and Medical Record Clerk.

### Qualifications

- Developed interpersonal skills: Excellent organizational and phone skills; Supervisory Experience.
- Extensive Experience in MS Word, MS Works, Excel, and Power Point.
- Retail; sales Experience, Interviewing Experience.
- Accounts payable and Accounts Receivable.

### Relevant Experience

2008- 2009 ABC Inc. Any Town, NY

Data Entry Clerk

- Accurately inputting various data into multiple software systems.
- Answering Phones for customer service.

2006-2008 XYZ Corp. Any Town, NY

Data entry clerk

- Input a large volume of purchase order invoices in a fast paced environment.
- Reviewed invoices for accuracy.
- Skillfully processed invoices through Microsoft Excel programs.

2003-2006 BCD Inc. Any Town, NY

Data entry clerk

- Data entry including: Invoices, inventory, customer's orders.
- Timekeeper including time sheet computation.
- Sorted, classified, and distributed incoming, and outgoing mail.
- Placed orders and maintained office supplies.
- Compiled information from various sources and typed it on forms and into databases.
- Maintained filing systems, filed and retrieved documents, manuals, reports, letters, and other materials.
- Generated purchase orders and submitted to the Accounting department.
- Assisted Sales Manager in completing monthly sales report generated by Excel software programs.
- Operated a personal computer & software in performance of assigned duties.

### Education

University of Iowa, New York, NY  
Information Technology GPA 3.75  
Associate Degree Program

### Computer Skills

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|--------------------|-------------------------------|
| • Operating System | Window NT, Window 2003, Vista |
| • Publishing Tools | Power Point                   |
| • Business         | MS Word, Excel, Access        |
| • Languages        | HTML , Visual Basic 6         |

References Available Upon Request