

JESSE KENDALL

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ACCURATE DATA ENTRY

Results-oriented and highly organized professional seeking to leverage administrative strengths, typing speed (75 WPM), and passion for information management towards a dynamic position in [data entry](#). More than 15 years of experience managing a variety of clerical, communication, and project management tasks in corporate and nonprofit sectors. Key skill areas include:

- Office Administration
- Document Proofreading
- Word Processing
- Data Organization
- Database Management
- Information Filing

EMPLOYMENT HISTORY

ABC SCHOOL

– Hopkinsville, KY, 20xx to 20xx

Data Entry/ Administrative Assistant

Provided daily administrative assistance to the Alumni Department, which serves 6,350 members. Answered telephones, processed mail and credit card payments, and performed data entry for membership and CEU data. Managed event preparations: organized mailers, badges, and handouts; filed and tracked registrations. Proofread documents for publication.

Highlights:

- Reduced the annual event-day registration line by 60% through sending preregistration packets to selected participants.
- Commended by the supervisor for self-direction, efficiency, and professionalism.

BCD AGENCY

– Hopkinsville, KY, 20xx to 20xx

Data Entry/ Administrative Assistant

Entered data and provided administrative support to this nonprofit adoption agency. Responded to telephone inquiries, processed mail, and compiled and sent information to birth parents and potential adoptive parents. Organized and set up book sales. Processed book mail orders, monitored inventory, reviewed new books, and edited the book catalog.

COMMUNITY INVOLVEMENT

NEIGHBORHOOD PLAYGROUND PROJECT

Treasurer/ Volunteer Coordinator

Solicited and secured contributions and grants for the construction of a neighborhood playground. Organized fundraisers. Consulted with designers, contractors, and playground equipment manufacturers. Arranged construction and delivery logistics of the building site and a team-building weekend.

EDUCATION

Diploma, XYZ HIGH SCHOOL – Hopkinsville, KY