

Madeleine Gauthier

Data Entry Analyst

High school grad with 2 years of data entry experience. Seeking a role as a data entry analyst with Emerald Bay Bed and Breakfast to develop skills in efficiency and improving customer experience.

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☎ (123) 456-7890

📍 Tahoe Valley, CA

🌐 [LinkedIn](#)

Work Experience

Sierra-At-Tahoe Resort

Data Entry Clerk Intern

September 2021 - September 2023 | Twin Bridges, CA

- Logged data for 1,400+ yearly reservations, collecting demographic information that improved marketing performance by 13%
- Consolidated paper and digital spreadsheets, ensuring systematized storage with a 51% reduction in retrieval time
- Utilized EntryPoint to reduce errors by 33%, achieving 99.5% accuracy
- Collaborated with 3 data entry team members to *improve efficiency by 17% through shared systems development*

Projects

Sunrise Movement Data Entry

Volunteer

- *Standardized data entry for 21,000 student volunteers*
- Streamlined merch ordering and logistical spreadsheets, eliminating redundancies and upwards of \$9K
- Established Zoho software adoption, improving communication between 4 data entry volunteers
- Hosted 6 training events for organizing spreadsheets and data collection systems for grassroots organizations

Skills

- Data Entry Software: Excel, Google Suite, Zoho, and EntryPoint
- Resort Reception & Customer Service
- 65+ Words Per Minute Typing
- Attention to Detail
- High Degree of Accuracy
- Problem-Solving

Education

High school diploma

South Tahoe High School

2018 - 2022 | South Lake Tahoe, CA | GPA: 3.6

Certifications

- Certified Data Entry Professional