LEOCADIA MARSH

Data Entry Associate

@ CONTACT

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- 📍 Coeur d'Alene, ID
- in LinkedIn

🎓 EDUCATION

High School Diploma
Idaho – Coeur d'Alene Charter Academy

- 📅 2020 - 2024
- 📍 Coeur d'Alene, ID

⭐ SKILLS

- Microsoft Excel
- Google Sheets
- Microsoft Word
- Google Docs
- Adobe Acrobat Pro
- TypingMaster

📘 CAREER OBJECTIVE

Meticulous data entry aspirant with strong skills in Microsoft Office Suite and Google Sheets, eager to assist Prestige Drywall in maintaining organized financial records. Ready to apply my volunteering and project experience to ensure all company information is stored securely.

💜 PROJECTS

Club Records
Data Entry Volunteer

📅 2023 - 2024

- Entered 221 student membership records in Microsoft Excel, **maintaining 97% accuracy** in contact details.
- Managed 45+ event attendance logs in Google Sheets, ensuring specific data could be navigated within 37 seconds using the dropdown feature.
- Transcribed 11 pages of meeting notes in Microsoft Word, expediting the average information retrieval time by 6 minutes.
- Leveraged nested formulas for easy tracking of event participation, helping 23% more students interact with spreadsheets.

Spreadsheet Basics
Student Participant

📅 2022 - 2023

- Attended a 3-day data-entry workshop, learning how to Adobe Acrobat Pro for converting PDF reports into structured spreadsheets.
- Took part in mock scenarios, automating multiple manual processes by implementing macros and formulas, **shortening data analysis time by 17 minutes**, compared to manual analysis.
- Worked with other attendees to clean and structure 441 rows of raw data during an in-event session, improving data readability and usability.
- Learned how to use interactive Google Docs templates for enhancing data visualization.

Library Cataloging
Volunteer Assistant

📅 2021 - 2022

- Assisted the school library in storing book records digitally, lowering cases of lost or misplaced books by 14% via precise cataloging.
- Developed an easy-to-follow entry guide for future volunteers, quickening the average onboarding time by 27 minutes.
- Updated library policies regarding digital catalog usage and **mitigated compliance-related issues by 61%**.
- Overhauled the digital filing system by adding genre-based categories, making title searches 19 seconds faster.