





MIRELLA STERLING

CLERICAL ASSISTANT

CONTACT

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Jackson, WY 
[LinkedIn](#) 

EDUCATION

High School Diploma
Jackson Hole High
School
2020 - 2024
Jackson, WY

SKILLS

ABBYY FineReader
Adobe Acrobat Pro
Microsoft Access
KeyBlaze Typing Tutor
Microsoft Excel
Microsoft Word

CAREER OBJECTIVE

With project experience in data management, I am applying for the clerical assistant role at Jackson Hole Airport. My ability to handle large records and quick typing will help your admin team provide efficient support to all airport staff.

PROJECTS

Typing Challenge

Competition Participant
2024

- Held intensive practice sessions in KeyBlaze Typing Tutor, **outperforming 94% of competitors.**
- Reduced the average form-filling time by 6 minutes using optimized keyboard shortcuts in Microsoft Excel.
- Achieved a top 3 rank among school participants for speed.
- Converted 221 scanned pages into editable text with ABBYY FineReaderwith, maintaining 97% recognition accuracy.

Grade Tracking

Student Organizer
2022 - 2023

- Leveraged an Excel formula system that calculated average grades, saving 49 minutes in manual calculation.
- Introduced a color-coded weekly planner that visualized task prioritization, preventing 6 missed deadlines.
- Developed a “failure recovery” tracker, discovering recurring mistakes and avoiding them in future assignments, leading to an **11% decrease in erroneous grading.**
- Digitized handwritten notes and assignment records using Adobe Acrobat Pro, lowering retrieval times by 7 minutes.

Event Registration

Data Entry Volunteer
2022

- Organized a database with 319 entries using Microsoft Word.
- Practiced double-data entry data for consistency, **preventing 79 duplicate or incomplete entries.**
- Helped the event staff to compile real-time attendance reports within 26 minutes.
- Created custom reports in Microsoft Access, enabling 5+ event coordinators to find finance data within a minute.