

OLIVIA CAMPOS

Entry-Level Data Entry

✉ olcamp123@email.com

☎ (123) 456-7890

📍 Atlanta, GA

🌐 [LinkedIn](#)

EDUCATION

High school diploma

South Atlanta High School

📅 2014 - 2018

📍 Atlanta, GA

SKILLS

- Problem-solving
- Microsoft Excel
- Multi-tasking
- Organized
- Empathetic
- Verbal Communication

CAREER OBJECTIVE

Seeking an Entry-Level Data Entry opportunity leveraging a solid foundation in data entry tasks, including accurate data entry, razor-sharp eye for details, and a passion for exceeding customer satisfaction standards. Excited about improving processes, accuracy, and efficiency to forward Home Depot's goals.

WORK EXPERIENCE

Nanny

Sittercity

📅 2020 - current

📍 Atlanta, GA

- Assisted a family of 3 children (4, 8, 10) 2 of whom are on the autism spectrum, with 1 child being non-verbal
- Managed 100% of the aspects of the household, including organizing schedules using Excel and accurate data entry of all appointments
- Planned and created healthy, budget-friendly meals 3 times per day, including the children in the cooking instruction
- Monitored the household budget using Excel, mathematical competency, and accurate data entry of all income and expenses
- Developed educational activities customized to each child and their specific needs, keeping up to date with play-based learning research, *increasing engagement by 42%*
- Organized a local 11-family bi-weekly meetup of nannies and children to provide socialization with other children
- Built networks with 11 moms, 4 educators, and 3 education-based play centers to coordinate education-based play activities for 11 families once per month

Hostess

Olive Garden

📅 2019 - 2020

📍 Atlanta, GA

- Greeted customers in a friendly and professional manner, answering questions and managing reservations
- Maintained a clean and tidy waiting area and hostess stand, organizing planners and sanitizing station 3 times per day
- Managed the dining and seating flow by monitoring restaurant activity, resulting in a *52% decrease in wait times* for customers, and increasing customer satisfaction by 45%
- Streamlined the reservation list through accurate data entry, leading to being awarded the Hostess of the Month 6 times in 2019 and 5 times in 2020
- Verified each reservation to prevent overbooking, resulting in a 34% improvement in the restaurant rating