





# LEO TORRES

## ENTRY-LEVEL DATA ENTRY CLERK

### CONTACT

l.torres@email.com   
(123) 456-7890   
San Diego, CA   
[LinkedIn](#) 

### EDUCATION

High School Diploma  
La Jolla High School  
2012 - 2016  
San Diego, CA

### SKILLS

TypingTest.com  
Microsoft Excel  
DataCleaner  
Google Drive  
Google Sheets  
RapidTyping

### CAREER OBJECTIVE

Experienced gas station worker eager to work as an entry-level data entry clerk at Qualcomm, where I can apply my fast typing skills acquired through RapidTyping and TypingTest.com for efficient data processing. Excited to manage the company's technical and customer data in a fast-paced technological environment.

### WORK EXPERIENCE

#### Gas Station Attendant

ARCO

2022 - current / San Diego, CA

- Processed transactions for 1,327 customers weekly, using Microsoft Excel to keep a 98% accurate rate in record-keeping.
- Upsold car wash and convenience store items, leading to a 21% increase in extra sales revenue.
- Leveraged RapidTyping tutoring to learn the best writing skills, **inputting transaction data 6 minutes faster** than the average attendant.
- Assisted in developing a new digital record-keeping system on Google Drive, lowering the use of paper by 87% throughout the station.

#### Fuel Pump Operator

Costco Gasoline

2019 - 2022 / San Diego, CA

- Enforced the latest safety protocols, keeping minor incidents at a minimum of 4 over a three-year tenure in the pump.
- Achieved a record low fuel waste rate at 1.6% of total inventory through careful monitoring and pump calibration settings.
- Initiated a customer loyalty program, providing discounts up to 7%, helping the gas station boost its annual repeat customers by 22%.
- Implemented a new profiling system using DataCleaner, **slashing gas level discrepancies by 19%** and discovering the busiest days of each month.

#### Car Wash Attendant

Circle K

2016 - 2019 / San Diego, CA

- Handled all daily car wash operations, cleaning 227 cars per week, maintaining an average rating of 4.8/5 on Google.
- Used TypingTest.com to improve typing speed, **recording customer data 14 minutes quicker**.
- Created a scheduling system in Google Sheets for storing all car wash bookings, cutting down scheduling mishaps by 37%.
- Reduced water usage by 16 gallons with eco-friendly car wash techniques, aligning with Circle K's sustainability goals.