

STELLA RAMIREZ

Entry-Level Data Entry Clerk

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☎ (123) 456-7890

📍 Greenwich, CT

in [LinkedIn](#)

WORK EXPERIENCE

Housekeeper

Greenwich Moms

📅 2021 - current 📍 Greenwich, CT

- Conducted monthly detailed cleanings of 34 houses and 18 offices, lowering health complaints among clients by 28%.
- Expedited data entry processes using FastData Entry for community events, **completing data recording tasks in 11 minutes** without compromising accuracy.
- Led a health and safety initiative by using protective gear during cleaning sessions, resulting in a 26% decrease in accidents.
- Reduced average response time to urgent cleaning requests from local clients to under 1.4 hours, boosting customer satisfaction by 57%.

Nanny

Home Staffing Network

📅 2018 - 2012 📍 Greenwich, CT

- Developed an emergency contact database in Microsoft Office for 27 families, minimizing response time by 13 minutes during critical situations.
- Managed scheduling for all adolescents by creating a shared digital calendar, **cutting down scheduling conflicts by 54%**.
- Created a child development tracking system in Google Sheets using complex formulas, discovering an 16% increase in every child's milestone achievements.
- Held remote learning sessions for children during bad weather conditions on TeamViewer with 91% attendance.

Babysitter

HomeWork Solutions

📅 2010 - 2012 📍 Greenwich, CT

- Took care of 3 children aged 1-4 every day, gaining a 96% parent satisfaction rate over 2 years.
- Structured educational activities for all infants, raising their math and reading skills by 19% within 8 months.
- Used a digital attendance system on Dropbox, **slashing paperwork by 72%** and streamlining the scheduling process.
- Fostered a positive and fun environment for all kids, leading to a 48% improvement in monthly behavioral assessments.

CAREER OBJECTIVE

Seeking an entry-level data entry clerk position at Greenwich Hospital, where I can apply my eye for detail and data entry skills, developed through a background in housekeeping and babysitting. Aiming to contribute to the hospital's mission of providing exceptional care by maintaining accurate data of all patients.

EDUCATION

High School Diploma

Greenwich High School

📅 2006 - 2010

📍 Greenwich, CT

SKILLS

- Google Sheets
- Dropbox
- Adobe Acrobat
- Microsoft Office
- TeamViewer
- FastData Entry