

Zoe Coleman

Entry-Level Data Entry Clerk

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(123) 456-7890 

Bronx, NY 

[LinkedIn](#) 

Passionate data entry clerk aiming to join Bronx Community College (CUNY) to enhance the accuracy of student and faculty data. Committed to leveraging my fast typing skills and proficiency in TypeFaster at the college and making administrative work management more efficient.

Work Experience

Chili's Grill & Bar – Cashier

2021 - current

Bronx, NY

- Developed a custom document using Microsoft Office tools to automatically record daily sales, tips, and refunds, lowering weekly financial reporting time by 2.4 hours.
- Processed an average of 84 orders per shift, **completing each transaction in under 2 minutes.**
- Balanced cash drawers with 98% accuracy, showing exceptional attention to detail.
- Used a new email template system on Gmail for resolving cashier inquiries, helping 6 cashiers troubleshoot their POS systems daily.

Wendy's – Fast Food Server

2019 - 2021

Bronx, NY

- Served an average of 21 customers per hour during peak times, providing timely services to 98% of tables
- Created an order-taking system on Evernote, slashing paper use in the chain by 39%.
- Mastered TypeFaster to boost entry speed and accuracy for takeout orders, **cutting down input errors by 48%.**
- Engaged in 3 community outreach programs to promote Wendy's new burger, increasing in-store traffic during the campaign period by 17%.

Buffalo Wild Wings – Dishwasher

2018 - 2019

Bronx, NY

- Cleaned 1,253 dishes daily in a busy Buffalo Wild Wings location, ensuring all kitchenware met local and federal health standards.
- **Reduced turnaround time by 1.3 hours** with efficient washing techniques and placement strategies.
- Designed a feedback system on Google Sheets for the back-of-the-house staff to suggest changes in dishwashing, leading to a 14% improvement in service.
- Maintained a 96% availability rate for all utensils and crockery needed during peak hours.

Education

The Bronx High School of Science – High School Diploma

2014 - 2018

Bronx, NY

Skills

Evernote; Google Drive; Gmail; Microsoft Office; Google Sheets; TypeFaster