

Jania Breland

Data Entry Clerk

Contact

Address

Homewood, IL, 60430

Phone

(907) 205-8416

E-mail

janialakara@gmail.com

Skills

Professional and mature

Detail-oriented

Excellent work ethic

Excellent grammar

Adaptable

Microsoft Office

Maintains confidentiality

Data entry background

Scheduling

Professional telephone

demeanor

Organized and efficient Data Entry Clerk with 3 years of experience in data organization, proofreading and word processing. Multi talented in smoothly handling office administration support tasks. Team player who works to support group efforts to meet critical deadlines.

Work History

2018-07 -

Data Entry Clerk

Current

Roby Eyecare Associates, Harvey, IL

- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Scanned documents and saved in database to keep records of essential organizational information.
- Added documents to file records and created new records to support filing needs.
- Promoted consistent accuracy of billing information by reconciling 60 accounts monthly
- Processed payment via telephone and in person with focus on accuracy and efficiency.

Education

2020-08 -

Bachelor of Arts: Journalism

Current

Georgia State University - Atlanta, GA

- GPA of 3.83
- Member of Georgia State University Honors College
- Dean's List Fall 2020, Spring and Fall 2021

2016-08 -

High School Diploma

2020-05

Homewood-Flossmoor Community High School - Flossmoor, IL

Community Engagement

- Spearheaded a project and lead a team of 8 in the collection, sorting and sending of 600 pair of gently used shoes to Haiti.
- Lead a community service project to provide winter warming kits to the homeless of Chicago.
- Provided and packed food for families in need weekly.
- Panther LEAP Leadership Program graduate