

## PROFILE

Results-oriented professional experienced in computer work and customer service. Always looking for efficiency and increased productivity. Works well independently and as part of a team. Committed to excellence. Looking to exercise and expand computer and other skills.

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## HIGHLIGHTS AND QUALIFICATIONS

### Computer Skills

- Typing speed: 80wpm
- Proficient in 10-key
- Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Excel, GoldMine, Adobe Photoshop
- Experience administrating and creating Windows computer networks
- College level experience in C++, Java, HTML, Visual Basic
- General computer troubleshooting and repair skills

### Customer Service

- Number one salesperson of discount memberships at X-Zone retail store, encouraging repeat business
- Created a number of promotional materials that increased sales at X-Zone retail store

### Bookkeeping

- Practical experience with QuickBooks, maintaining taxes on real estate property, etc.
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## PROFESSIONAL EXPERIENCE

### **DATA ENTRY ASSOCIATE (2008-2009)**

#### **RJ Staffing / Klik Technologies, Nanuet, New York**

- Data entry of information of various payments
- Processing of mail
- Handling of cash, check, and credit card payments

### **RESEARCH ANALYST AND TECHNICAL ADVISOR (2006-2008)**

#### **Tripp Homes LLC, Honolulu, Hawaii**

- Entering and updating data on potential clients
  - Created main client database
  - Office and administrative work
  - Technical support and streamlining efficiency of company
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## INTERESTS, HOBBIES, AND OTHER SKILLS

- Webmaster of the sites at <http://www.quietist.org>
- Knowledgeable about physics, Eastern philosophy, real estate, literature, computers and the Internet
- Can lift well over 75 pounds
- Completion of official Goldmine 6.7 training
- Member of International High IQ Society