**Kenneth R. Parkerh**

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**Career Objective:**

To obtain a data entry administrator position with “Mission Healthcare,” and assist the Payroll Team in handling administrative and data entry duties.

**Summary of Skills:**

* Experience of data entry administration and working with the Payroll Team
* Excellent typing, computer, and communication skills
* Strong attention to detail with absolute accuracy in work
* Ability to work in a team as well as time-bound projects
* Comprehensive knowledge of physical as well as digital fie preparation
* Experienced in operating office equipment such as computers, printers, and fax and photocopying machines

**Work Experience:**

Data Entry Administrator

Aerotek Services, Seattle, WA

October 2014 - Present

* Providing administrative support to the Payroll Team
* Managing databases and securing internal and external information on employees and customers
* Preparing, filing, and maintaining orderly filling system
* Performing data entry, photocopying, stocktaking, and ordering office supplies
* Reviewing, verifying, and correcting errors in data
* Initiating and implementing effective filing and storage system
* Preparing reports, typing official correspondence, and handling incoming and outgoing mails

Data Entry Administrator

ABC Corporation, Seattle, WA

February 2013 - September 2014

* Responded to customers' queries and providing them supported in returning rejected goods
* Communicated with inter-cross departments and maintained confidentiality of data
* Processed and entered internal and external data into computer system
* Planned and prioritized workload and finished daily tasks before end of the shift
* Corrected and verified accuracy of data and updated them in the computer system
* Compiled, sorted, and indexed information in the computer systems
* Retrieved and presented data to the management when asked

**Education:**

* High School Diploma
St. Patrick School, Seattle, WA
2012

**Reference:**

On request.