**Karen K. Gould**

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**Job Objective:**

Seeking a Word Processor position with Trillium Solutions Inc., where I can make the most of my fast typing and computer skills as well as multi-tasking abilities to create business documents, perform data entry, and provide basic administrative and clerical support.

**Summary of Skills:**

* Comprehensive knowledge of office practices and word processing applications to prepare complex and detailed documents
* Fast typing speed of 75 words per minute with 97% accuracy
* Excellent writing, data-entry, and formatting skills as well as ability to read and comprehend complex data
* Strong organizational skills with ability to handle multiple tasks simultaneously
* Ability to adapt to fast-paced and dynamic work environment as well as to produce highest quality work under extreme pressure
* Effective written and verbal communication skills to disseminate information
* Proficiency in using MS Office Suite, spreadsheet, database as well as Adobe software
* Ability to operate variety of office machines and equipment like copy machines, optical scanners, printers, etc.
* Excellent spelling and proofreading as well as strong understanding of grammar and language mechanics like punctuation, capitalization, acceptable style/usage, etc.
* Good analytical skills to perform research and extract data while handling documents

**Work Experience:**

Word Processor

ASJ Group, Los Angeles, CA

November 2016 - Present

* Typing memos, letters, reports, and various documents using MS Office Suite
* Creating and revising documents form handwritten, typed and scanned drafts as well as creating merged documents, mailing lists, labels, outlines, indices and templates
* Generating Tables of Content and Tables of Authority as well as converting documents from one application to another as required
* Monitoring workload and progress of newly hired word processors as well as performing quality control
* Converting texts to appropriate format for uploading as well as integrating with software
* Converting scanned documents to PDF as well as editing documents by copying PDF texts and graphics to other applications, cropping or rotating pages, inserting and deleting pages as required
* Printing and making copies of work as well as reviewing completed documents for errors in spelling, grammar, and punctuation
* Gathering, registering, and arranging materials for typing as well as maintaining computer filing system
* Maintaining record-keeping, and data collection of all projects to ensure deliverable in time
* Operating and maintaining office machines and equipment as well as reporting management for repairs when needed

Word Processor

ICI Services Corporation, Los Angeles, CA

April 2015 - October 2016

* Prepared standard or complex documents from various sources of written and dictated input, including page layouts and charts
* Processed complex and lengthy technical reports by including graphs, tables, and logs or multiple columns
* Created and customized digital presentations for business meetings by adding graphical elements, including clip art, business charts, scanned photos, and other graphic materials
* Responded to routine and non-technical requests for providing information to clients related to status of reports
* Proofread documents and files by detecting and marking grammatical, data-entry or compositional errors
* Scheduled meetings, appointments, and conferences as well as made travel arrangements for employees as required
* Copied and collated documents, records, files and pages of reports as needed
* Provided on-the-job training to new employees, and helped them understand various word processing support functions
* Used various software applications such as Power Point, Excel and Word for performing complex editing and formatting of various correspondence, reports, forms, presentations, statistical tables, and spreadsheets
* Performed other clerical duties as assigned such as answered phone calls, sorted and distributed incoming mails, sent faxes, etc.

Word Processor(Part-Time)

Hendall Inc., Los Angeles, CA

December 2012 - March 2014

* Created and revised financial statements as well as prepared and stored documents using Word and Excel
* Formatted documents as well as proofread for grammar, spelling, and punctuation
* Maintained formatting consistency and writing standards for processing financial statements
* Maintained backup copies of original as well as working files
* Organized and maintained correspondence files under minimal or no supervision
* Operated and maintained office machines such as copiers and fax machines
* Performed administrative duties as assigned such as answered phone calls, greeted and directed visitors as well as updated clients' records in database, and managed filing system

**Education:**

* Microsoft Office Specialist (MOS)  
  Los Angeles Valley College, Los Angeles, CA  
  2012
* High School Diploma   
  Loyola High School, Los Angeles, CA  
  2011

**Reference:**

On request.