

Emily Sanders

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LinkedIn

Accurate and efficient data entry professional with strong computer skills

Fast-typing stay-at-home mom returning to work in administrative and data entry roles. Known for precision and organization.

Professional Experience

Volunteer Records Assistant

North Community Food Bank,
Minneapolis, MN

June 2022 - Present

- Entered donation records and volunteer hours into the database weekly
- Maintained spreadsheet accuracy and scanned paper forms

Data Entry Clerk

Target Corporate Office, Minneapolis,
MN

August 2014 - December 2017

- Entered inventory logs for internal tracking
- Audited data for errors and reported discrepancies

Key Skills

Data entry



Excel and
Google Sheets



File
management



Online forms



Typing speed:
85 WPM



Education

Certificate in Data Entry Operations

Minneapolis Adult Education Center | 2023