

# Emily Sanders

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email@email.com  
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.**

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## 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

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## Key Skills

Data entry



Excel and  
Google Sheets



File  
management



Online forms



Typing speed:  
85 WPM



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## Education

### Certificate in Data Entry Operations

Minneapolis Adult Education Center | 2023