

SARAH OLDENBURG, *Data Entry Technician***EDUCATION**

Certificate	Center for Advanced Therapeutics	2006	<i>Advanced Neuromuscular</i>
Certificate	Center for Advanced Therapeutics	2005	<i>Soft Tissue Therapy</i>
B.S.	University of Wyoming, Laramie, Wyoming	2004	<i>Kinesiology and Health Promotion</i>

PROFESSIONAL EXPERIENCE

2008-Present	<i>Data Entry Technician, Western EcoSystems Technology, Inc., Cheyenne, Wyoming</i>		
2008	<i>Data Entry Specialist/Receptionist, Cornerstone Financial</i>		
2005-2008	<i>Receptionist and Showing Coordinator, Real Estate Resource Center</i>		
2001-2004	<i>Office Assistant/Sales Assistant, University of Wyoming Bookstore, Laramie, Wyoming</i>		

PROFESSIONAL SUMMARY

Efficiently entered client information into spreadsheets for new computer program, researched client information, organized and maintained files and information on all customers for correct and timely billing, and entered and maintained information on properties in a database system for appropriate scheduling of appointments. Prepared and processed weekly payroll, prepared bank deposits, and coordinated weekly schedules. Answered phones, took messages, transferred calls, maintained office files, processed online and telephone orders, assisted customers in store, opened charge accounts for customers, organized and totaled invoices for processing by accounts payable department, and stocked and organized merchandise.

Currently responsible for inventorying, organizing, and tracking of all AnaBats, and responsible for assigning and shipping out of the AnaBats.

Proficient in Microsoft Word, Excel, PowerPoint, FileMaker, and excellent skills in being organized, detail oriented, balancing multiple activities.