

SHIV PATEL

Entry Level Data Entry Clerk, ADF Medical Services Inc.

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EMPLOYMENT HISTORY

Front End Service / Customer Service Representative at Walmart Inc.

Delivered exceptional customer service and resolved issues for over 200 customers daily. Proactively troubleshoot register and point-of-sale system errors, reducing downtime by XX%. Trained and mentored new staff, fostering a culture of teamwork and excellence. Received recognition for outstanding service, achieving a customer satisfaction score of XX%. Exhibited strong communication and multitasking abilities in a high-pressure retail environment, leading to improved team performance

SKILLS

Java

Python

HTML

SQL

PHP

Windows 10/11

Linux (Ubuntu)

macOS

Microsoft Office Suite

Data Entry

Attention to Detail

Data Management

Communication Skills

Multitasking

Leadership

Issue Resolution

Collaboration

Web Development (HTML/CSS)

Database Management

SUMMARY

Detail-oriented and enthusiastic Information Technology Intern with a solid foundation in Information Science & Technology and experience in data management within the retail sector. Proven ability to accurately enter and update information, ensuring data integrity and confidentiality. Skilled in troubleshooting and resolving discrepancies, with a strong commitment to following guidelines and quality standards. Adept at collaborating with teams to enhance operational efficiency and improve processes. Eager to leverage my technical skills and passion for data accuracy in a fully remote Data Entry Clerk role.

EDUCATION

Associate of Science in Associate of Science in Information Science & Technology

Bucks County Community College

- Relevant Coursework: Networking Fundamentals, Java Programming, Web Development (HTML/CSS/Dreamweaver), Database Management, Information Systems, Cybersecurity Fundamentals
- GPA: 3.7 / 4.0 (Dean's List)

LANGUAGES

English B2

Gujarati B2

Hindi B2

HOBBIES

Playing outdoors games

EXTRA-CURRICULAR ACTIVITIES

Member, BCCC Tech Club

Collaborating on student IT projects and workshops.

Volunteer

Volunteered in campus orientation to help students set up college accounts and Wi-Fi access.