



LARRY S. CANSINO JR.

DATA ENTRY

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EDUCATION

Bachelor of Science in
Information Technology
2020

TECHNICAL SKILLS

- Canva
- Photoshop
- MS OFFICE
(Word, Excel, Powerpoint)
- GOOGLE
(SpreadSheet, Doc, Form)

Data Entry is one of the most important aspects of a company's success. and I'm here to help you with your Data Entry Needs.

I can support you with various Data Entry task like:

- ✓ Web Research
- ✓ Manual Copy & Paste Task
- ✓ Data Transfer
- ✓ Prepare sort and compile documents
(Google Sheets, Excel and more!)
- ✓ Transcription

DATA ENTRY SKILLS

- speed (excellent typing skills)
- accuracy
- attention to detail
- effective communication skills
- ability to work under pressure
- efficient work management including planning and organizing