

ESTHER GLASGOW

DATA ENTRY SPECIALIST

PERSONAL PROFILE

I am a committed and detail oriented individual that seeks to fulfill the duties of my employer on time without error. I have expertise and experience in a variety of areas, such as data entry, Microsoft and Adobe Suite programs, and communication.

SKILLS AND ABILITIES

- Microsoft Office Programs
- QuickBooks
- Adobe Suite
- Data Entry and filing
- Great communication skills
- Photography
- Graphic Design
- Writing

CONTACT INFORMATION

Home: (718) 432-1000
Cell: (347) 962-9896
esther.glasgow@aol.com

EDUCATION

New York City College of Technology, CUNY

BFA in Communication Design
August 2019 - Present

Medgar Evers College, CUNY

Associates in Mass Communication
Graduated Class of 2019

EMPLOYMENT HISTORY

Data Entry Specialist

Gallery Kitchen and Bath (January 2020 - Present)

- Sorting, proofing, updating, and storing data
- Verify and correct data to be entered
- Review data for completeness and accuracy
- Entering data into QuickBooks and Excel Spreadsheets in categorized format
- Reaching out to liaisons/ authors on the project to address data inconsistencies and to gather missing data
- Other ad Hoc duties

Counselor

Children of Promise, NYC (June 2018 - August 2018)

- Ensured safety children on site and on field trips, planned activities, served meals, assisted in decorating, running errands, assisting other staff where needed, making sure children were placed in the proper hands and most importantly, giving guidance to children.

Participant

WiTNY (June 2017)

- Selected for paid intensive experimental learning program hosted by Cornell Tech and CUNY combining design thinking and computer science. Learned user-center design, empathy, mapping, brainstorming, public speaking and presentation, all in the context of a challenge from the City of New York. Introduced to CSS, HTML, JavaScript, and Python, mobile web development. Created Business Requirement Documents (BDRs) and Functional Requirements and Specifications, collaborated with team members and professional developers to create a unique digital product.

Intern

Brooklyn College, TRiO (2014 - JULY 2016)

- Called parents to inform them of upcoming events and their child's progress within the program. Shadowed other counselors. Filing and inputting confidential information. Created pamphlets. Assisted with daily set ups. Aided in ensuring students safety