

EARL PERRY III

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SUMMARY

To obtain a position as Department Assistant.

SKILLS

- Microsoft Office
- Proficiency in Computers
- Results-oriented
- Good Typing
- File/records maintenance
- Client-focused
- Training and development
- Good Multi-Task Abilities

EXPERIENCE

01/2001 to 05/2018

Data Entry Clerk

Nasdaq — Philadelphia, PA

- Work In Market Operations,
- Effectively controlled the release of proprietary and confidential information for general client lists.
- Electronically correct and input Stock Broker trades from what the brokers buy and sell.
- Greet and Assist Clients and Visitors.
- Filing, Math and Telephone duties.
- Some Heavy Lifting of Boxes and Office Supplies.

10/1997 to 01/2001

Maintenance Worker

Au Bon Pain — Philadelphia, PA

- Provide onsite training.
- Moderate Stock and Inventory.
- Cleaning and Upkeep Restaurant.
- Work with Cash Register.

10/1993 to 01/2001

Community Service Volunteer

Dimner Beeber Middle School — Philadelphia, PA

- Provide onsite training.
- Filing and Telephone Duties.
- Assist Librarian with Stock and Inventory of books and records.
- Assist Staff and Visitors.
- Assist Students with Classwork.

EDUCATION

1991

High School Diploma: Home Economics

Overbrook High School — Philadelphia, PA, United States

- 3.6 GPA
- National Honors Society
- Boy's Gymnastics Club
- Bowling Team

1992

Business Diploma: Computer Operations

Computer Learning Center — Philadelphia, PA, United States

- 3.1 GPA