**Nana** **Shvelidze**

Data Entry Specialist/Corp.

With proven experience providing administrative support and customer service, data entry and management experience and recent technical training, I am a strong candidate.

I have a background in supporting a busy departments, coordinating with administrators, staff and the public. In these roles I have managed databases including uploading documents, verifying, and updating information, creating and updating files. I also managed the process for signing of contract and assisted with scheduling and reserving rooms. Another part of my responsibility was to ensure payment of fees by sending invoices and processing receipts. I am known for my strong skills in problem-solving, troubleshooting, organizing, planning and communicating well with diverse populations.

After working in these environments, I owned my own small business and also worked in early childhood education while my own children were young. I am now transitioning back to administrative and data management work and recently took a technical training to update my skills. This training will benefit your department because I will be able to recognize computer hardware, software and user program issues and be able to troubleshoot. I have strong computer skills and am multilingual in English, Georgian & Russian.

I look forward to speaking in person about my skills, background and training as it related to this role. Thank you in advance for your time and consideration.

Sincerely,

Nana Shvelidze