**Vivy K. Danih – Resume**

**644 Madison Ave N #7, Kirkland WA, 98033, (253) 575-3535, vivykd@email.com**

**Objective**

Dedicated and hardworking with over 5 years’ experience of data entry. Looking to gain the Data Specialist position and continue contributing to the growth of the organization by working effectively and efficiently

**Education**

* Bachelor’s Degree in Global Trade and Logistics Highline College, Des Moines, WA, 2017-2019
* Associates Degree in Business, Highline College, Des Moines, WA 2015-2017

**Skills**

* Advanced Excel Skills including PivotTables and VLOOKUP Function
* Power BI Reporting Skills

**Work Experience**

**Program Specialist, Records Office, Highline College, Des Moines, WA October 2018 – Present**

* Managing students waitlist block for classes.
* Notifying funders to hold or pay tuition for eligible students.
* Processing Tuition drops.
* Assigning students, the registration dates and times for new registration.
* Managing and scheduling coverage, supervising registration customer service staff.
* Notifying students on cancelled classes and dropping the students from the cancelled classes.
* Processing the grade repeat and grade forgiveness forms for students.
* Determining eligibility and processing tuition waivers for qualified students.
* Determining appropriate release of authorization and completing student status/verifications.

**Office Assistant, Bookstore, Highline College, Des Moines, WA 2015 - 2017**

* Team Lead.
* Processing Online Orders.
* Organizing deliveries, shipping, and receiving orders.
* Processing returned orders.
* Receiving and invoicing shipments.

**Awards and Certificates**

* Student Achievement Award, Highline College, 2016 - 2017
* Student Employee of the Year Nominee 2016 and 2017.
* Legacy Leader Award, Highline College, 2018 – 2019.
* Volunteer for Children Home Society of Washington as a policy council member, 2018-2019.
* Global Excellence Customer Service Certificate