Vivy K. Danih – Resume

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