

Camron Anderson

CONTACT

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- 773-571-5801
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SKILLS

- Filing and Data Archiving
- Meticulous Diligence
- Document Preparation
- Maintains Confidentiality
- Technical Support
- Computer Proficiency
- People Skills
- Active Listening
- Effective Communication
- Typing Speed 45 wpm

EDUCATION

COLUMBIA COLLEGE
Game Design
2026

Motivated, fast learner, with proficiency in data entry. Personable collaborator with exceptional customer service abilities. Committed to finishing jobs quickly and accurately. Skilled in document digitization and data organization for enhanced productivity. Organized and dependable candidate successful at managing multiple priorities with a cheerful outlook. Willingness to take on added responsibilities to meet team goals.

EXPERIENCE

OUTDOOR COURTYARD MAINTENANCE 79TH FOOD BASKET March 2023 - Current

- Enhanced property appearance by performing regular maintenance.
- Improved safety conditions by removing snow and ice from walkways during winter months.
- Completed minor repairs to outdoor structures.
- Preserved cleanliness of outdoor areas.

TUTOR SELF-EMPLOYED June 2018 – March 2023

- Enhanced understanding of subjects by using real-world examples into lessons
- Implemented different techniques to address the unique challenges faced by students with learning differences.
- Maintained detailed records of student progress, using data to inform future instruction and target areas for improvement.
- Used personalized learning plans.

DATA ENTRY CLERK BASA PARENT COUNCIL OCTOBER 2016 – JUNE 2018

- Organized, sorted, filed, and checked data against original documents.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Scanned documents and saved them in database.
- Created and maintained data entry logs to track data entry activities.