
Excel Specialist Resume

Job Objective

To help the company grow and expand using my experience as Excel Specialist. Years of experience in the field helps me to improve and to help the business grow and advance.

Highlights of Qualifications:

- Remarkable experience in all aspects of Excel
 - Huge knowledge of handling sensitive and confidential business matters
 - Deep knowledge of formulating formulas
 - Familiarity with Excel Spread Sheet Proficiency
 - Outstanding ability to manage independently
 - Superior communication skills and interpersonal skills
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Professional Experience:

Excel Specialist
Aerotek CE, Flagstaff, AZ
May 2006 – Present

- Conducted process observations and aided process engineering.
- Imparted data retrieval and analysis service.
- Aided development of operations Key Process.
- Gathered actual daily performance data.
- Outlined daily performance data and formulated trend analysis reports.

Excel Specialist
City Associates, Flagstaff, AZ
March 2003 – April 2006

- Evaluated and compared specific sources of statistical Excel data.
 - Executed analysis of retrieved data.
 - Formulated product portfolios of customers.
 - Carried out profit & loss analysis.
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Education:

High School Diploma
Saddleback High School, Santa Ana, CA

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