

NATHAN LUNDHOLM

Reno, NV

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775-531-8355

Profile

DATA ENTRY / CUSTOMER SERVICE

Resourceful Data Entry Clerk with a proven employment track record, adept in computer operation and Microsoft Office. Excelled independently, handling complex technical tasks, and enhancing service quality through meticulous software management. Combines fast, accurate typing, 88WPM, scheduling appointments with exceptional customer service skills.

Data Entry	Excellent math skills
Excellent customer service	Scheduled appointments
Website Design	Customer Support
Excellent on the computer	Microsoft Office: Word, Excel, Outlook
Software and hardware troubleshooting	Problem solving

Experience

NEX REP

REMOTE

Data Entry Remote / Temp Position

December 2024 – March 2025

Answering phone calls through the internet and providing excellent customer service.

LIVING STONES CHURCH

RENO, NV

Tech Team Volunteer

August 2022 – Current

Completing assigned tasks without direct supervision. Using a computer to change slides during the church service. Adjust lighting during various parts of the service. Use device to change the views between 4 video inputs on the saved footage of the service. Taking a leadership class.

OFFICE DEPOT

Reno, NV

Floor Crew

May 2022 – Current

Stocking merchandise, fulfilling online orders, assisting customers, cleaning and janitorial.

SIERRA FOODS MARKET

RENO, NV

IT Support Technician and Utility Clerk

September 2021 – March 2022

Worked on computers and did general IT. Created and worked on the online catalog. Customer support, restocked returned items, collected carts from parking lot and cleaned and did janitorial.

SAK'N SAVE FOOD STORE

RENO, NV

Utility Clerk

September 2016 – August 2021

Collected carts from parking lot, assisted customer, restocked and janitorial.

LUNDHOLM DESIGN

RENO, NV

Owner / Web Designer/ Computer Technician

July 2013 – July 2015

Computer repair, web design, data entry, software, and hardware setup, set up computers and company networks. Worked with customers to identify their needs and to implement their design ideas in a timely manner. Set up scheduled appointments with clients and documented all activities. Provided the highest level of customer service.

Education and Training

Truckee Meadows Community College / Reno, NV

AAS Information Technology / Science and Computer IT - Graduated 2011

National Career Readiness Certificate / Gold

Michigan Career Technical Institute / Plainwell, MI

Electronics Technology / Vocational School Certificate – Graduated 1998