**Data Entry Resume Sample 1**

**Dennis A. Hall**
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**A. Summary**

Experienced data entry clerk with more than 5 years of experience in this field. Ability to work under pressure, excellent communication skills, excellent typing speed, good Maths and English skills. Stunning customer skills.

**B. Working Experience**

**June/2013 – Present – Texas Health Resources – Dallas, Texas**

**Responsibilities:**

* Transfer information from paper to computer systems;
* Retrieve information from different places and add it in the company’s system;
* Enter personal details of people that are registered in the database;
* Process invoices and different tasks received via the company’s internal program;
* Update the system with information when needed;
* Enter both text and figures into databases and spreadsheets.

**Achievements:**

* Became employee of the month after only one year of work as a result of hard work, dedication, and attention to detail;
* Managed to meet clients’ requests on time, never had a delay, and succeeded to meet tight deadlines.

**April/2011 – June/2013 – Datamark – El Paso, Texas**

**Responsibilities:**

* Type a minimum of 45 WPM with a 98% accuracy rating in numeric or alpha/numeric mix;
* Enter data in computer systems from CRT images, and different written papers and documents;
* Meet tight deadlines and production standards;
* Use specific company procedures when entering different data in the computer system;
* Meet specific client requirements.

**Achievements:**

* Contributed with ideas to create a better database software for the company to make things easier for database clerks.

**C. Education and Academic Training**

Eastwood Academy, Houston, Texas, 2010.

**D. Job Related Skills**

* Experienced with data entry processes
* In-depth knowledge of what it means to update and maintain a database
* Ability to work quickly and accurately
* Excellent customer services skills
* Basic knowledge of spreadsheets, databases, and word processing
* Operating different database platforms
* Enter personal details and maintain confidentiality of all information and processes used
* Keyboard skills and accuracy when it comes to entering data

**E. General Skills**

* Experienced in customer service policies
* Ability to handle deadlines and different tasks at the same time