

# Data Entry Resume Sample 1

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## **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