**Data Entry Resume Sample 2**

**Zoila J Jordan**
1174 Sun Valley Road, Northport, Washington 98036
*zoila.jordan@email.com*
(425) 776 3540

**A. Summary**

Highly skilled data entry operator with experience in the field of customer service and data entry. Over 4 years of experience with different database systems, platforms, procedures, and policies, proven Maths and English skills, and the capacity to pay attention to detail under pressure and strict deadlines.

**B. Working Experience**

**October/2013 – Present – ALEX - Alternative Experts, LLC – Washington, DC**

**Responsibilities:**

* Transcribe and enter data;
* Working with various standardized source documents and transferring the information in the computer systems;
* Coding and interpreting of data that needs to be entered;
* Ability to operate typical office equipment.

**Achievements:**

* Won the title Employee of the Month two months in a row.

**September/2012 – October/2013 – Staffing Now – Washington, DC**

**Responsibilities:**

* Enter data into spreadsheets, databases, online forms, and other systems in a fast and accurate manner;
* Handle tasks and priorities in order to meet tight deadlines and clients’ requirements;
* Update data using computer system databases;
* Transfer data from paper documents to computer systems.

**Achievements:**

* Helped the company put in place a new data entry system that has maximized productivity overall.

**C. Education and Academic Training**

Woodrow Wilson High School Chesapeake, Washington, DC, 2011.

**D. Job Related Skills**

* Excellent data entry skills
* Ability to deliver accurate information without any grammatical errors or typos
* Capacity to transfer data from spreadsheets to computer systems
* Highly skilled in operating computer systems and data entry software
* Proven ability to multitask, meet deadlines, and handle more projects at the same time
* Great Maths and English skills
* Excellent customer service skills

**E. General Skills**

* Ability to react well under stress
* Ability to meet clients’ requirements in a professional and polite manner
* Capacity to prioritize and organize my schedule in order to handle deadlines in a timely fashion
* Meticulous and accurate, especially when it comes to different data entry processes and policies
* Flexible when it comes to adapting to changes related to client requirements, or database software changes and implementations
* Fluent in Spanish