

Data Entry Resume Sample 2

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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