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| **Diana Wells**Data Entry Job Resume |

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| **CONTACT INFORMATION** New York, NYdwells@example.com(980) 555-7033 |  | **EXPERIENCE****Data Entry Operator**2015 - PresentManpowerGroupNew York, NY* Coded incoming paper documentation, and input the data into automated computer system.
* Utilized internet to collect data, researching properties for attorneys.
* Entered alphanumeric/symbolic data from source documentation into computer database.
* Exceeded expectations of 60wpm typing speed with typing speed of 85-90 wpm.
* Scan blue prints into computer systems.

**Data Entry Associate**2006 - 2015Kelly Services New York, NY* Job site: American Express Performed numerical data entry into a computer database system.
* Verified Import and Export Company name and location using the internet search engine Enter data in the Import Export dictionary listing database
* Entered records of merchandise sales onto a computer database.
* Executed daily operations of company policies.

**Clerical Associate**2000 - 2006City of Roseville New York, NY* Experience scheduling in All Scripts PM (EHR).
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| **SKILL*** Database
* Customer Service
* Client Files
* Ensure Accuracy
* Re-Enter Data
* Quality Standards
* Hipaa
* Unix
* Insurance Companies
* Scheduling Appointments
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