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

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| **CONTACT INFORMATION**  New York, NY  dwells@example.com  (980) 555-7033 |  | **EXPERIENCE**  **Data Entry Operator**  2015 - Present  ManpowerGroup  New 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 - 2015  Kelly 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 - 2006  City of Roseville New York, NY   * Experience scheduling in All Scripts PM (EHR). |
| **SKILL**   * Database * Customer Service * Client Files * Ensure Accuracy * Re-Enter Data * Quality Standards * Hipaa * Unix * Insurance Companies * Scheduling Appointments |