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| **Hanna Brad**Data Entry Job Resume**JOB OBJECTIVE**To obtain a Data Entry Operator position that fully utilizes my experience and abilities. |

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| **EDUCATION****Bachelor’s Degree in Computer Science,** John F. Kennedy University,California, CA |  | **PROFESSIONAL EXPERIENCE****WORK EXPERIENCE:****Data Entry Operator,** May 2004 – PresentHelpmates Staffing Services, Corning, AR* Edited, processed data entry and distribution of raw source documents.
* Collected, assorted and verified accuracy of data provided.
* Filled machine with input and output media as required.
* Audited input and output data for accuracy and recommended corrective action.
* Routed data to appropriate staff for follow up and additional review.

**Data Entry Operator,** March 2002- April 2004Premier Research Group Corning, AR* Ensured entered data accuracy by comparing with basis documents and identified errors.
* Assisted with purchasing and oversight of office equipment and supplies.
* Performed modifications, edits and deletions to the database based on authorized and approved documents.
* Identified problematic data during the entry and comparison process.
* Performed testing of data entry screens for database limits and review of data entry guidelines as requested.
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| **SUMMARY OF QUALIFICATIONS:*** Remarkable experience in data entry (alpha and numeric)
* Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
* In-depth knowledge of entering data fields into computers in Windows
* Posses typing Speed 15-20 words per minute
* Remarkable skill in coding information into proper form for entry
* Excellent data entry skills
* Strong clerical and administrative skills
* Ability to process high volume of data on-line accurately
* Profound ability to work independently
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