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| **[Name]** |  | **SUMMARY**  Conducting data entry for over 5 years, including proofreading, accuracy and speed. |
| Data Entry Job Resume  **Unknown.Cat@domainName.com**  **(666) 666-6666**  **Cypress, CA** |  |
|  | **EXPERIENCE**  **Data Entry Clerk**  Pest Dan  Orlando, Florida  March 2019 - Present   * Filed invoices, customer orders, shipping information and other documents in the office, as well as in a data-entry room * Created and maintained a comprehensive database of all company transactions for the last 3 years * Performed data verification of sensitive information gathered through interviews * Sorted and filed paperwork for the company's sales office   **Data Entry**  U.N. Hiring  Orlando, Florida  November 2017   * Updated a customer database with 800+ customer records * Created a new database for storing customer information * Reviewed, updated and corrected customer information information from multiple sources to ensure accuracy * Re-entered data into the database   **General Office Clerk**  King Tech Covering • Orlando, Florida  March 2016   * Accurately handled the organization of 750+ documents and reports into a 12-month backlog * Performed office cleaning duties, including vacuuming, dusting, mopping and organizing inventory * Updated record keeping systems, including daily, weekly and monthly logbooks and time records * Maintained the accuracy of filing and process documentation, resulting in a 6% increase in productivity |
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| **EDUCATION**  **High School Diploma**  Hobart Academy  Orlando, Florida  **SKILLS**   * Word Processing * Organizational Skills * Communication Skills * Data Entry * English * 10 Key Calculator * Microsoft Office |  |
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