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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, FloridaMarch 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, FloridaNovember 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, FloridaMarch 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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