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| **EDUCATION** |  | **OBJECTIVE**  Information Processor with 6+ years of experience in a high-pressure and fast-paced professional environment. Improved efficiency at current post to reduce data entry time by 14% over 3 years. Independently motivated team player aiming to boost departmental efficiency by successfully completing projects well within their deadlines.  **PROFESSIONAL EXPERIENCE**  **Senior Data Entry Processor,**  Foles Health Group, Atlanta, GA September 2019–present   * Type correspondence, reports, text, and other written material from rough drafts * Improve and consolidate spreadsheets, increasing efficiency by 11% and saving the company $22,000 annually in labor costs * Check source documents for accuracy, resulting in 99.75%+ accuracy * Follow all internal security procedures to ensure accordance with HIPAA * Oversee 2 junior clerks’ daily input to ensure accuracy, maintaining an error-free record * Maintain ongoing accounts for 4700+ patients   **Data Entry Clerk,**  Lewis & Lewis, LLC., Brookhaven, GA July 2015–August 2019   * Compiled, prioritized, sorted, and processed 50,000+ customer orders in local database * Adjusted database settings to meet company’s preferred data storage requirements * Transmitted work electronically to company’s 11 other locations * Researched to fill in and finalize incomplete documents * Maintained hard copy backups of all sensitive information * Performed other clerical duties such as answering the telephone, sorting and distributing mail, running errands, and sending faxes |
| **Mount Clare**  High School, Atlanta, GA  High School Diploma, 2015  GPA: 3.6/4.0 |  |
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| **KEY SKILLS**   * Proficient in Microsoft Word, Excel, PowerPoint, and Access, Salesforce, TFS Project * Typing speed of 68 wpm * Tech savvy, fast learner, eager-to-please, adaptable, collaboration skills |  |
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