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| **CHRISTIAN COOPER**  Data Entry Job Resume |

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| **CONTACT INFORMATION**  Jacksonville, FL  (220) 555-7087  ccooper@example.com |  | **EDUCATION**  **Bachelor's Degree Public Health**  2006 - 2009  University of California - Davis  Davis, CA |
| **LEADERSHIP/VOLUNTEER**   * Patient Demographics * Telephone Calls * Account Numbers * Order Entry * Data Entry * Office Procedure * sMedical Records * Customer Service * Data Entry Requirements * Payroll |
| **EXPERIENCE**  **Data Entry Operator**  2011 – Present Kelly Services Jacksonville, FL   * Input, update, verify, and retrieve data using a computer database or spreadsheet application. * Transfer client information from an old computer system to the new system electronically. * Make corrections after locating payments that were incorrectly posted to Reliant, which should had been on centerpoint customer accounts.   **Data Entry/Receptionist**  2010 – 2011 ManpowerGroup Las Vegas, NV   * Completed computer training in E-mailing, scheduling appointments, and client search. * Entered Data and Numeric information in the data base network. * Utilized MS Office including Outlook, Word, Excel, PowerPoint.   **Clerical Associate**  2009 – 2010 ManpowerGroup Las Vegas, NV   * Greeted visitors, answered phone calls, completed data entry, generated reports, and tracked store sales. * File Clerk creating, maintaining and filing of medical records. * Keyed new and updated client information into database. |