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| **Thelma Muffet**  Data Entry Job Resume | | |
| **CONTACT INFORMATION**  1271 Fontanges Way  Steep Falls, ME 4085  (555)-555-5555  [Email] |  | **HIGHLIGHTS OF QUALIFICATIONS:**   * Proficient with Word, Excel and Internet Usage * Familiarity with 10-key and alphanumeric typing (50WPM) * Ability to work independently and demonstrate accuracy with particular attention to detail * Wide knowledge of entering data fields into computers in Windows * Ability to analyze data for inconsistencies * Ability to Review error messages and makes corrections during data entry * Excellent organizational and follow-up skills   **PROFESSIONAL EXPERIENCE:**  **Data Entry Operator**  Bank of America Corporation,  Steep Falls, ME  August 2005 – Present  **Responsibilities:**   * Entered and verified alphanumeric data from a various sources, paper-based, electronic and phone, into a computer database. * Resolved problems related to correct data entry procedures. * Coded, searched, extracted and interpreted information to determine correct input procedure. * Transcribed, entered and verified various alphanumeric data onto an on-line, batch mode and personal computer system. * Maintained files, records and chronologies of entry activities, some moderately complex in nature. * Produced output on magnetic tape, diskettes and other media. * Supervised less experienced data entry operators. |
| **EDUCATION**  High School Diploma  Dover High School,  Dover, DE |  |
| **JOB OBJECTIVE**  Seeking a Data Entry Operator position in a stable company where I can use my skills to benefit the company. |  |