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| **Thelma Muffet**Data Entry Job Resume |
| **CONTACT INFORMATION** 1271 Fontanges WaySteep 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, MEAugust 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.
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| **EDUCATION**High School DiplomaDover 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. |  |