**DATA ENTRY CLERK RESUME WORK EXPERIENCE**

**FOLES HEATLH GROUP — Atlanta, GA**

**Senior Data Entry Processor, September 20XX–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

**LEWIS & LEWIS, LLC. — Brookhaven, GA**

**Data Entry Clerk, July 20XX–August 20XX**

* 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