|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| House | [Address] | Speaker Phone | [Phone Number] | Envelope | [Email Address] |

|  |
| --- |
| **Hanna Brad**  Data Entry Job Resume  **JOB OBJECTIVE**  To obtain a Data Entry Operator position that fully utilizes my experience and abilities. |

|  |  |  |
| --- | --- | --- |
| **EDUCATION**  **Bachelor’s Degree in Computer Science,**  John F. Kennedy University,  California, CA |  | **PROFESSIONAL EXPERIENCE**  **WORK EXPERIENCE:**  **Data Entry Operator,**  May 2004 – Present  Helpmates Staffing Services, Corning, AR   * Edited, processed data entry and distribution of raw source documents. * Collected, assorted and verified accuracy of data provided. * Filled machine with input and output media as required. * Audited input and output data for accuracy and recommended corrective action. * Routed data to appropriate staff for follow up and additional review.   **Data Entry Operator,**  March 2002- April 2004  Premier Research Group Corning, AR   * Ensured entered data accuracy by comparing with basis documents and identified errors. * Assisted with purchasing and oversight of office equipment and supplies. * Performed modifications, edits and deletions to the database based on authorized and approved documents. * Identified problematic data during the entry and comparison process. * Performed testing of data entry screens for database limits and review of data entry guidelines as requested. |
| **SUMMARY OF QUALIFICATIONS:**   * Remarkable experience in data entry (alpha and numeric) * Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing * In-depth knowledge of entering data fields into computers in Windows * Posses typing Speed 15-20 words per minute * Remarkable skill in coding information into proper form for entry * Excellent data entry skills * Strong clerical and administrative skills * Ability to process high volume of data on-line accurately * Profound ability to work independently |
|  |