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| **SUMMARY** |

Dedicated Data Entry Clerk comfortable working with confidential and sensitive information. Highly organized with exceptional attention to detail.

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| **EDUCATION** |

John West High School

High school diploma

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| **EXPERIENCE** |

**Data Entry Clerk** Norristown Billing Chicago, Illinois May 2021–Current

* Enter data from up to 100 confidential billing and employee compensation documents per day
* Create relevant spreadsheets to present information in a clear manner
* Check all data for accuracy
* Maintain privacy and confidentiality
* Scan paper documents to keep system records

**Data Entry Clerk** West Beat Financial Chicago, Illinois, May 2020–May 2021

* Entered financial information and data for up to 25 organizations and clients at a time
* Monitored databases for any errors or concerns
* Disposed documents in a safe and private manner after entry

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| **CERTIFICATIONS** |

* Microsoft Office Specialist, 2020
* HIPAA Professional, Employers Council on Flexible Compensation, 2020

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| **SKILLS** |

* Data entry
* Confidentiality
* Attention to detail
* Database monitor