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| **EDUCATION**  |  | **OBJECTIVE**Information Processor with 6+ years of experience in a high-pressure and fast-paced professional environment. Improved efficiency at current post to reduce data entry time by 14% over 3 years. Independently motivated team player aiming to boost departmental efficiency by successfully completing projects well within their deadlines.**PROFESSIONAL EXPERIENCE****Senior Data Entry Processor,**Foles Health Group, Atlanta, GA September 2019–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

**Data Entry Clerk,** Lewis & Lewis, LLC., Brookhaven, GA July 2015–August 2019* 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
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| **Mount Clare** High School, Atlanta, GAHigh School Diploma, 2015GPA: 3.6/4.0 |  |
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| **KEY SKILLS** * Proficient in Microsoft Word, Excel, PowerPoint, and Access, Salesforce, TFS Project
* Typing speed of 68 wpm
* Tech savvy, fast learner, eager-to-please, adaptable, collaboration skills
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