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| **CHRISTIAN COOPER**Data Entry Job Resume |

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| **CONTACT INFORMATION** Jacksonville, FL(220) 555-7087ccooper@example.com |  | **EDUCATION****Bachelor's Degree Public Health**2006 - 2009University of California - DavisDavis, CA |
| **LEADERSHIP/VOLUNTEER*** Patient Demographics
* Telephone Calls
* Account Numbers
* Order Entry
* Data Entry
* Office Procedure
* sMedical Records
* Customer Service
* Data Entry Requirements
* Payroll
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| **EXPERIENCE****Data Entry Operator**2011 – Present Kelly Services Jacksonville, FL* Input, update, verify, and retrieve data using a computer database or spreadsheet application.
* Transfer client information from an old computer system to the new system electronically.
* Make corrections after locating payments that were incorrectly posted to Reliant, which should had been on centerpoint customer accounts.

**Data Entry/Receptionist**2010 – 2011 ManpowerGroup Las Vegas, NV* Completed computer training in E-mailing, scheduling appointments, and client search.
* Entered Data and Numeric information in the data base network.
* Utilized MS Office including Outlook, Word, Excel, PowerPoint.

**Clerical Associate**2009 – 2010 ManpowerGroup Las Vegas, NV* Greeted visitors, answered phone calls, completed data entry, generated reports, and tracked store sales.
* File Clerk creating, maintaining and filing of medical records.
* Keyed new and updated client information into database.
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