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| **Tim Murphy**  Data Entry Job Resume  **SUMMARY**  Accurate data entry clerk with 5+ years of experience. Seeking to create smooth process flow at Cain Medical. At Washington Home Fixtures, entered 500+ records per day with 99% accuracy. Coached and onboarded 3 new hires, creating 20% efficiency boost. Saved $19,000 per year by suggesting changes to order-entry forms. |

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| **EDUCATION**  **Marion High School**  2010–2014   * Received diploma, 2014. * Commended by 3 teachers for work ethic.   **Typing Speed**   * Type 105 WPM with zero errors. * 15,000 KPH 10-key typing speed.   **Computer Proficiency**   * MS Office, Google Docs, Salesforce, NetSuite |  | **PROFESSIONAL EXPERIENCE**  **Data Entry Clerk**  Washington Home Fixtures, Inc.  2015–2019   * Entered 500+ records per day at busy home fixtures business. * Suggested and implemented order-entry form changes that eliminated 5 hours per work per employee, saving $19,000 per year. * Coached 3 new hires in proper procedures for 20% rise in efficiency. * Checked 1,000+ records per day for accuracy. * Maintained 99.9% accuracy in spot-checks for 4 years straight. * Used MS Office to type and deliver daily 3-page work reports. * Raised 10-key typing speed 15% through regular practice.   **Store Clerk**  Joseph's Sporting Goods  2014–2015   * Processed 80+ customer orders per hour, both in person and on phone. Entered all data into store CRM system. * Transcribed 5 phone calls per week, ½ hour in length each. * Maintained 99% accuracy in all orders even in busy times. * Streamlined ordering process with MS Access. Result: raised order-taking efficiency and speed by 28%. |
| **SKILLS:**   * Typing 80 WPM * MS Office * CRM * Order processing * Transcription * Interpersonal skills * Time management * Communication * Attention to detail |  |