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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 Goods2014–2015* 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%.
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| **SKILLS:*** Typing 80 WPM
* MS Office
* CRM
* Order processing
* Transcription
* Interpersonal skills
* Time management
* Communication
* Attention to detail
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