|  |  |  |
| --- | --- | --- |
| JL **Objective** Looking for a job as a data entry clerk to strengthen my existing skills within a dynamic work setting. Aiming to earn a position at a data entry company that recognizes talent and dedication, as well as reliability and fulfillment of daily assignments. Looking forward to securing a data entry clerk position to showcase my organizational and professional skills. **Skills**   * Keen eye for details * 1-year clerical experience * Exceptional computer technology knowledge * Typing 60wpm * Supreme verbal, written, organizational and interpersonal skills * Able to type 50 WPM | |  | | --- | | **Jamie Larson**Data Entry Clerk | jamielarson@dataentry.com |  **Experience**Pine Tree Data Studio – Data Entry Group - Los Angeles, CA— 2017 – 2022  * Analyze and monitor data management projects * Troubleshooting potential issues and offering overall support * Proficient document system managing * Assisting various company departments as assigned * Carrying out data entry paperwork for all intents and purposes * Managing ERP data entry using SAP  Junior Data Entry Clerk – Johnson & Johnson Accounting - Hollywood, CA — 2016 – 2017  * Gathered and analyzed information from external sources and suppliers * Followed market trends and conducted reviews * Financial and market evaluation and composition * Fast data input * Written and verbal translations  **EDUCATION** Bachelor’s Degree in Data Entry  Glendale Community College  2016 – 2020  Manager **Certifications** |

MS Office Word and Excel Certificate, 2016