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| 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
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| **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 EntryGlendale Community College2016 – 2020Manager**Certifications** |

MS Office Word and Excel Certificate, 2016