

[FULL NAME]

Data Entry Clerk

[Street Address], [City, State, Zip Code] | [Phone Number] | [Email Address] | [LinkedIn Profile URL or Portfolio Link]

Highly organized and detail-oriented professional with a proven track record of maintaining data accuracy and supporting efficient administrative processes. Collaborative team player with a proactive approach to managing information and contributing to a well-organized, productive work environment. Committed to upholding high standards of data integrity and operational excellence.

EXPERIENCE

20XX – Present

Data & Administrative Support | [Company Name] | [City, State]

- Managed comprehensive data entry and administrative tasks, ensuring accurate and up-to-date information in company databases.
- Assisted with financial data management, tracking operational expenses, and preparing reports to inform management decisions.

20XX – 20XX

Administrative Support | [Company Name] | [City, State]

- Processed and managed data from various sources, ensuring timely and accurate resolution to maintain data integrity.
- Oversaw the processing of transactions, managed billing information, and maintained organized digital and physical records for multiple departments.

EDUCATION

June 20XX

Bachelor of Science in Accounting, Minor in Business Administration | [University Name]

- Distinguished member of university's Accounting Society
- Relevant coursework: Business Management, Organizational Behavior
- GPA: 3.8

SKILLS

- Data Entry & Management
- Data Verification & Auditing
- High-Volume Data Processing

- Microsoft Office Suite Proficiency (Word, Excel)
- Organizational Skills & Attention to Detail
- Time Management & Efficiency