

Data Entry Clerk

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Summary

Fast, accurate data entry clerk with five years processing high-volume records, typing 78 words per minute at 99.4% accuracy, experienced across ERP, CRM, and spreadsheet systems with a sharp eye for clean data.

Experience

Data Entry Clerk, Meridian Logistics Services

2021 – Present

City, ST

- Keyed 900-plus shipping and inventory records daily into the ERP system while sustaining a verified 99.4% accuracy rate.
- Maintained typing throughput of 78 words per minute and roughly 11,000 alphanumeric keystrokes per hour on numeric batches.
- Performed double-key verification on financial fields, catching 220 discrepancies over the year before they posted.
- Cleaned and de-duplicated a 40,000-row customer table, removing 1,800 duplicate entries to improve reporting accuracy.
- Built spreadsheet macros that auto-formatted import files, cutting per-batch preparation time from 20 minutes to four.
- Processed a daily queue of 150 scanned forms via OCR review, correcting misreads to keep records audit-ready.
- Met every end-of-day backlog-zero target across 14 consecutive months without overtime.

Records and Data Entry Associate, Valley Health Records Center

2019 – 2021

City, ST

- Entered patient demographic and billing data into the records system, holding error rates below 1% on quarterly audits.
- Indexed and uploaded 3,500 documents monthly, tagging each with consistent metadata for fast retrieval.
- Cross-checked entries against source documents, resolving 95% of flagged mismatches without supervisor input.
- Reduced a 2,000-record processing backlog to zero within three weeks by reorganizing the daily intake queue.
- Generated weekly status reports in Excel summarizing volume, error rate, and turnaround for the department lead.
- Followed strict confidentiality protocols, completing annual privacy training with a perfect compliance score.

Education

Associate of Applied Science in Information Processing

2017 – 2019

Community College — City, ST

Certifications & Licenses

Microsoft Office Specialist (MOS)

Skills

Typing speed 78 WPM · Accuracy 99.4% · 10-key by touch · ERP data entry · Microsoft Excel · Double-key verification · Data cleaning · OCR review · Database management · Document indexing · Quality control · Confidentiality compliance