

DR

# Daniel Ramirez

Data entry documentation specialist with six years of experience in technical writing and data management. Expert in creating clear documentation, indexing large datasets, and maintaining version control. Improved document retrieval efficiency by 50%.



Charlotte, NC



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Portfolio

## KEY SKILLS

- Batch processing
- Barcode scanning
- Data reconciliation
- Script automation
- Workflow optimization

## PROFESSIONAL EXPERIENCE

TECHNICAL WRITER & DATA ENTRY SPECIALIST | TECHDOCS CO.  
CHARLOTTE, NC | JUNE 2013 – MAY 2017

- Authored user guides for data entry software used by 100+ clerks
- Entered and indexed 10,000+ technical records with 98% accuracy

DATA ENTRY DOCUMENTATION SPECIALIST | INFOFILE SOLUTIONS  
CHARLOTTE, NC | JUNE 2017 – PRESENT

- Maintain version control and metadata for a 1 million-document repository
- Develop documentation standards that increase search success rates by 50%
- Train staff on documentation best practices

## EDUCATION

- Certificate in Data Processing  
San Diego Technical Institute, San Diego, CA | May 2017