




Lucas Scott


Data entry trainer with seven years of experience developing and delivering curriculum for clerical teams. Expert in adult learning principles, software instruction, and performance evaluation. Achieved a 30% reduction in onboarding time.

CONTACT

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 Portfolio

 Boston, MA

KEY SKILLS

- Curriculum development
- Adult learning
- E-learning design
- Performance evaluation
- Software instruction

PROFESSIONAL EXPERIENCE

Data Entry Clerk | Keystone Data Co., Boston, MA | June 2010 – May 2014

- Entered 2,200+ records daily with 97% accuracy
- Assisted in peer-to-peer training sessions

Data Entry Trainer | LearningPath Inc., Boston, MA | June 2014 – Present

- Develop and deliver weekly training modules for new hires
- Create e-learning materials, reducing instructor time by 40%
- Evaluate trainee performance and adjust curricula to improve retention by 20%

EDUCATION

Bachelor of Science in Education
Boston University, Boston, MA | May 2010