







Jordan Lee

Data entry operator with seven years of experience in high-volume clerical environments. Maintains 99% accuracy and proficient in Excel, Access, and basic SQL. Recognized for streamlining workflows to reduce errors and improve throughput.

CONTACT

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-  Portfolio
-  Denver, CO

KEY SKILLS

- Spreadsheet proficiency
- Database management
- Data validation
- Macro creation
- Workflow optimization

PROFESSIONAL EXPERIENCE

Data Entry Operator | DataStream Solutions, Denver, CO
June 2018 - Present

- Enter and verify 2,500+ records daily with a 0.5% error rate
- Develop macros in Excel to automate reporting tasks, reducing manual work by 30%
- Coordinate with IT to implement data validation rules in Access

Entry-Level Data Entry Assistant | TechAssist Inc., Denver, CO
January 2016 - May 2018

- Supported entry of 1,000+ customer invoices per month
- Performed daily audits to maintain 98% database accuracy
- Trained three new hires on data entry standards and software usage

EDUCATION

Associate of Applied Science in Information Technology
Colorado Technical University, Denver, CO | May 2016

CERTIFICATIONS

Certified Data Entry Technician, American Data Institute, May 2017