







Jonathan Wright

Meticulous data entry specialist with a proven track record in educational and healthcare settings. Maintains a 98% accuracy rate and a typing speed of 85 WPM. Manages large volumes of data while adhering to strict confidentiality standards. Proficient in Microsoft Excel, Access, and OCR tools.

CONTACT

-  (123) 456-7890
-  email@example.com
-  Portfolio
-  New Gloucester, ME

EDUCATION

Associate of Applied Science (A.S.) in
Communication
Southern Maine Community College,
South Portland, ME June 2016

KEY SKILLS

- Data accuracy
- OCR tools
- Microsoft Office
- Confidentiality compliance
- Process improvement

PROFESSIONAL EXPERIENCE

Senior Data Entry Clerk | June 2021 - Present

Optum, August, ME

- Conduct quality assurance for 200+ pieces of outgoing mail daily
- Prep and patch claims for scanning, achieving an error rate below 1%
- Key and verify up to 400 medical claim documents daily using ABBYY FineReader
- Lead quarterly training for new hires on data entry best practices

Data Entry Specialist | January 2017 - May 2021

Unity Environmental University, New Gloucester, ME

- Processed records for 10,000+ students and donors with 100% compliance
- Entered application data into the campus information system upon request
- Managed and updated a database of 5,000 alumni contacts, improving mailing list accuracy by 40%
- Coordinated scanning, e-filing, and distribution of periodic reports

CERTIFICATIONS

- Certified Professional Coder, AAPC, April 2022
- Certified Data Entry Professional, AIBM, November 2020