



# David Kim

Data entry associate with ten years of experience in healthcare and finance. Expert in EMR systems, Excel macros, and data reconciliation. Recognized for maintaining a 99.5% accuracy rate under tight deadlines.

## CONTACT



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Portfolio



San Diego, CA

## EDUCATION

Bachelor of Science in Health  
Information Management  
San Diego State University, San  
Diego, CA  
May 2012

## KEY SKILLS

- EMR systems
- Excel macros
- Data reconciliation
- Quality control
- Mentoring

## PROFESSIONAL EXPERIENCE

Data Entry Associate | HealthNet Systems, San Diego, CA  
August 2017 - July 2017

- Entered 4,000+ patient records monthly with 99% accuracy
- Developed Excel macros to automate repetitive tasks, saving 10 hours weekly
- Conducted monthly reconciliations to correct database discrepancies

Senior Data Entry Associate | FinServe Corp., San Diego, CA  
August 2017 - Present

- Lead quality-control audits for 6,000+ financial transactions per month
- Mentor five junior associates, improving team accuracy by 15%
- Implement new data entry standards that reduce processing time by 20%