

# Mia Thompson

Data entry manager with eight years of progressive leadership in finance and logistics. Specializes in P&L oversight, team development, and system integrations. Doubled team productivity through process redesign.



## EDUCATION

Master of Science in Information Governance | University of California, Berkeley, CA  
May 2015



## KEY SKILLS

- Policy development
- Compliance auditing
- Training design
- Regulatory liaison
- SOP enforcement



## PROFESSIONAL EXPERIENCE

### Data Entry Supervisor

FinLogix, Chicago, IL | June 2012 – May 2016

- Managed a team of five, maintaining 99% accuracy
- Implemented weekly coaching, improving individual speed by 20%

### Data Entry Manager

DataCore Solutions, Chicago, IL | June 2016 – Present

- Oversee 20 clerks, driving a 100% increase in monthly throughput
- Lead budget planning for data operations, reducing expenses by 10%
- Coordinate system integrations with IT, eliminating manual imports