

Sophia Nguyen

Data entry analyst with seven years of experience translating raw data into actionable insights. Skilled in SQL, Excel, and report generation. Known for improving data workflows and reducing turnaround times by 40%.

CONTACT



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Portfolio



Seattle, WA

EDUCATION

Bachelor of Science in Business Administration
University of Illinois at Chicago,
Chicago, IL | May 2014

KEY SKILLS

- Team coordination
- Audit tracking
- Database validation
- Training development
- Process optimization

PROFESSIONAL EXPERIENCE

DATA ENTRY SPECIALIST | PACIFIC DATA SERVICES, SEATTLE, WA
JUNE 2013 – DECEMBER 2016

- Entered and cleaned 5,000+ records weekly, achieving 99% accuracy
- Created Excel dashboards to track entry progress and errors
- Collaborated with analysts to prepare monthly reports

DATA ENTRY ANALYST | CLOUDMETRICS, SEATTLE, WA
JANUARY 2017 – PRESENT

- Develop SQL queries to extract and reconcile data across systems
- Automate data validation processes, cutting manual checks by 50%
- Train business users on self-service reporting tools

CERTIFICATIONS

- Certified Data Entry Professional, AIBM, October 2016