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Ava Carter

Data entry processor with four years of experience in manufacturing and retail. Skilled in batch processing, barcode scanning, and data reconciliation. Reduced processing time by 35% through workflow optimizations.

Contact



(123) 456-7890



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Portfolio



San Diego, CA

Education

Bachelor of Science in Education

Boston University, Boston, MA | May 2010

Key Skills

- Curriculum development
- Adult learning
- E-learning design
- Performance evaluation
- Software instruction

Professional Experience

DATA ENTRY CLERK | KEYSTONE DATA CO., BOSTON, MA
JUNE 2010 – MAY 2014

- Entered 2,200+ records daily with 97% accuracy
- Assisted in peer-to-peer training sessions

DATA ENTRY TRAINER | LEARNINGPATH INC., BOSTON, MA
JUNE 2014 – PRESENT

- Develop and deliver weekly training modules for new hires
- Create e-learning materials, reducing instructor time by 40%
- Evaluate trainee performance and adjust curricula to improve retention by 20%