

TB

CONTACT



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Portfolio



Houston, TX

EDUCATION

- ASSOCIATE OF SCIENCE IN
COMPUTER APPLICATIONS I
HOUSTON COMMUNITY COLLEGE,
HOUSTON, TX | MAY 2014

KEY SKILLS

- Workflow coordination
- Team scheduling
- Data validation
- Escalation management
- Training facilitation

Thomas Blake

Data entry coordinator with seven years of experience organizing workflows and ensuring data integrity. Proficient in database management, team scheduling, and cross-functional collaboration. Reduced data processing bottlenecks by 35%.

PROFESSIONAL EXPERIENCE

DATA ENTRY CLERK | INFOTRACK LLC, HOUSTON, TX | JANUARY 2012 - MAY 2014

- Entered customer and transaction data into proprietary system with 97% accuracy
- Assisted in designing data validation checks to reduce errors by 20%

DATA ENTRY COORDINATOR | DATAWORKS CORP., HOUSTON, TX | JUNE 2014 - PRESENT

- Coordinate assignments for a team of six clerks, optimizing daily throughput
- Manage the escalation process for data discrepancies, reducing resolution time by 40%
- Implement quarterly training sessions, improving individual accuracy to 99%

CERTIFICATIONS

- Certified Data Entry Professional, AIBM | August 2015