



Michael Torres

Data entry administrator with eight years of experience overseeing database operations and process improvements. Expert in database management, audit tracking, and team coordination. Known for reducing entry errors by 25% through targeted training.

CONTACT



(123) 456-7890



michael.torres@example.com



Portfolio



Chicago, IL

KEY SKILLS

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

PROFESSIONAL EXPERIENCE

June 2014 - May 2018

Data Entry Specialist, InfoCore Solutions | Chicago, IL

- Managed daily entry of 3,000+ records with 98% accuracy
- Conducted monthly audits, identifying and correcting 200+ discrepancies
- Developed training materials for new hires, reducing onboarding time by 30%

June 2018 - Present

Data Entry Administrator, DataWorks Inc. | Chicago, IL

- Oversee a team of five clerks, ensuring database accuracy exceeds 99%
- Implemented a new validation system that cut errors by 25%
- Coordinate with IT to deploy database updates with zero downtime

EDUCATION

Bachelor of Science in Business Administration

University of Illinois at Chicago, Chicago, IL | May 2014

CERTIFICATIONS

- Certified Data Entry Professional, AIBM, October 2016