MD

Mark Davis

Data entry team lead with eight years of managing high-performing clerical teams. Expert in performance metrics, coaching, and process optimization. Consistently exceeds throughput targets by 20%.

CONTACT

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✳ Portfolio

▦ Miami, FL

EDUCATION

- Bachelor of Arts in Business

  University of Miami, Coral Gables, FL | May 2009

KEY SKILLS

- Team leadership
- Performance coaching
- Throughput optimization
- Software enhancement
- Peer training

PROFESSIONAL EXPERIENCE

Data Entry Clerk | RapidEntry, Miami, FL
June 2009 - July 2013

- Entered 2,500+ records daily with 97% accuracy
- Provided peer training on new data systems

Data Entry Team Lead | FastTrack Data, Miami, FL
August 2013 - Present

- Supervise a team of ten clerks, achieving 99% accuracy and 120% throughput targets
- Conduct weekly performance coaching sessions, improving individual metrics by 15%
- Collaborate on software enhancements that reduce entry time by 25%