

Linda Chen

Freelance data entry specialist with four years of experience servicing startups and small businesses. Known for 99% accuracy and fast turnaround on short-notice projects. Skilled in Excel, Google Sheets, and various CRM platforms.

CONTACT

 (123) 456-7890

 linda.chen@example.com

 Portfolio

 Remote

EDUCATION

May 2016 | Bachelor of Science
in Marketing

University of Texas at Austin,
Austin, TX

KEY SKILLS

- Remote collaboration
- Google Sheets
- QuickBooks
- Turnaround management
- Workflow customization

PROFESSIONAL EXPERIENCE

Freelance Data Entry Specialist | (Remote)

January 2018 – Present

- Manage data entry for 15+ clients across industries, averaging 2,000 entries/week
- Customize workflows in Google Sheets to track project progress
- Deliver 24a -hour turnaround on urgent data requests 95% of the time

Data Entry Clerk | QuickBooks ProAdvisors | Remote

June 2016 – December 2017

- Entered financial transactions into QuickBooks with 99% accuracy
- Automated reporting templates, saving clients 10 hours/week
- Conducted weekly data validation for 5 client accounts