



Kevin Patel

CONTACT



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Portfolio



Atlanta, GA

EDUCATION

Bachelor of Science in Information Sciences

Georgia State University, Atlanta, GA
May 2010

KEY SKILLS

- Team leadership
- Workflow design
- Performance tracking
- KPI dashboards
- Continuous improvement

ABOUT ME

Data entry supervisor with twelve years of experience managing teams in logistics and finance. Expert in workflow design, performance tracking, and continuous improvement. Achieved a 25% reduction in entry errors under my leadership.

PROFESSIONAL EXPERIENCE

Senior Data Entry Clerk | June 2010 - May 2014

SpeedyShip Logistics, Atlanta, GA

- Entered shipment data for 2,000+ orders daily
- Conducted monthly performance reviews to maintain 98% accuracy
- Assisted in developing new data validation procedures

Data Entry Supervisor | June 2014 - Present

MetroFinance, Atlanta, GA

- Led a team of eight clerks, improving accuracy from 95% to 99%
- Design workflows that increased throughput by 30%
- Implement KPI dashboards to monitor team performance in real time