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Emily Stevens

Entry-level data entry clerk with internship experience and part-time roles. Maintains 95% accuracy and 75 WPM. Quick to learn new systems and committed to data integrity. Demonstrated ability to handle high volumes under tight deadlines.

CONTACT



(123) 456-7890



emily.stevens@example.com



Portfolio



Austin, TX

KEY SKILLS

- Data accuracy
- CRM migration
- Reporting
- Excel pivot tables
- Time management

PROFESSIONAL EXPERIENCE

DATA ENTRY CLERK | QUICKDATA SERVICES, AUSTIN, TX
JUNE 2019 – DECEMBER 2021

- Processed 1,200+ invoices monthly with 97% accuracy
- Assisted in migrating 3,000 records to the new CRM system
- Generated weekly data quality reports for management review

DATA ENTRY ASSISTANT | ADMINPLUS SOLUTIONS, AUSTIN, TX
JANUARY 2022 – PRESENT

- Enter and verify client contact information, averaging 800 entries per week
- Reconcile discrepancies in client databases, reducing errors by 20%
- Support ad hoc reporting requests using Excel pivot tables

EDUCATION

Associate of Science in Administrative Support
Austin Community College, Austin, TX | May 2019