

# Denise Collins

## Data Entry Clerk

Meticulous mom skilled in data organization and digital record-keeping. Former data clerk with strong typing speed and accuracy, returning to data-entry roles after a career break.

### CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

### EDUCATION

May 2015 | Certificate in Office Technology

Tech Institute, City, ST

### PROFESSIONAL EXPERIENCE

Stay-at-Home Data Manager | Self-Employed | Self-Employed  
August 2016 – Present

- Digitized and organized 10 years of family documents into searchable PDF archives
- Implemented naming conventions, reducing file-retrieval time by 60%

Data Clerk | MedRecords Inc. | City, ST  
January 2016 – March 2019

- Entered 500+ patient records weekly with 99.9% accuracy
- Reconciled billing discrepancies, recovering \$5K in outstanding fees