



Tampa, FL



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KEY SKILLS

- 10-key by touch (12,000+ KPH)
- Typing 78 WPM
- Microsoft Excel (VLOOKUP, pivot tables, conditional formatting)
- Epic, NetSuite, AppFolio, Salesforce
- Google Workspace
- ICD-10 and CPT code lookup
- Data cleansing and de-duplication
- Dual-monitor workflow
- Document scanning and OCR clean-up
- Basic SQL SELECT queries

MARISOL VEGA

Data entry specialist with 4 years of experience moving high volumes of insurance claims, patient records, and vendor invoices into ERP and CRM systems with strong accuracy. Comfortable with 10-key, dual-monitor workflows, and clean-up projects on legacy spreadsheets. Known for catching mismatches early and asking before guessing.

PROFESSIONAL EXPERIENCE

DATA ENTRY SPECIALIST

BRIGHTLINE HEALTH PARTNERS, TAMPA, FL | MARCH 2022 – PRESENT

- Key roughly 480 patient intake records per day into Epic with a 99.6% accuracy rate verified by weekly QA audits.
- Reconcile insurance eligibility files against the daily census and flag mismatches before billing closes.
- Built a shared cheat sheet of payer codes that cut new-hire ramp time from about three weeks to ten days.
- Caught a duplicate-account issue affecting 2,300+ patient files and led the manual cleanup over two weeks.
- Cover front-desk check-in twice a week, balancing keying work with patient questions and phone overflow.

ACCOUNTS PAYABLE CLERK

COASTLINE DISTRIBUTORS, TAMPA, FL | AUGUST 2022 – PRESENT

- Entered 600-900 vendor invoices per week into NetSuite, matching POs and resolving line-item mismatches.
- Cleared a four-month backlog of unposted credit memos within six weeks of starting.
- Saved roughly \$18,400 in duplicate payments by cross-checking vendor IDs against a master list I rebuilt in Excel.
- Trained two temps each quarter on coding conventions and the AP inbox workflow.

OFFICE ASSISTANT (PART-TIME)

HARBORLIGHT REALTY GROUP, ST. PETERSBURG, FL | MARCH 2019 – JUNE 2020

- Logged lease applications, tenant payments, and maintenance tickets in AppFolio.
- Scanned and indexed about 4,000 paper files into the digital archive across three months.
- Pulled weekly occupancy reports for two property managers.

EDUCATION

Associate of Applied Science in Business Administration

Hillsborough Community College | November 2020

Microsoft Office Specialist (MOS) Excel Associate | February 2021