
Data Entry Clerk Resume

Job Objective

Seek a Data Entry Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Data Entry Clerk, May 2004 – Present
Volt Workforce Solutions, Somerville, NJ

- Prepared source data by compiling and sorting information and established entry priorities.
- Processed customer and account source documents by reviewing data for deficiencies.
- Resolved discrepancies by using standard procedures.
- Administered and maintained data entry requirements by following data program techniques and procedures.
- Regulated, verified and entered customer and account data by reviewing, correcting, deleting, or re-entering.
- Contributed to team effort by accomplishing related results as needed.

Data Entry Clerk, March 2002 – April 2004
AppleOne, Somerville, NJ

- Administered in combining data from systems when information on accounts is incomplete and furthered to purged files to eliminate duplication of data.
 - Rectified customer and account system changes and upgraded by inputting new data and reviewed output.
 - Standardized information by completing data base backups.
 - Maintained operations by following policies and procedures.
 - Maintained customer confidence and ensured protection of operations by keeping information confidential.
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Summary of Qualifications:

- Typing speed of 50 W.P.M
 - Excellent ability for verification of data input and correct errors
 - Familiar with Word, Excel and database software
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - Excellent communication skills to coordinate with service technicians
 - Ability to make sound judgments and have critical thinking
 - Ability to manage and impart confidential information
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Education:

Associate Degree in Commerce, Wayne County Community College, Detroit, MI

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