
Data Entry Operator Resume

Job Objective

To obtain a Data Entry Operator position that fully utilizes my experience and abilities.

Summary of Qualifications:

- Remarkable experience in data entry (alpha and numeric)
 - Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing
 - In-depth knowledge of entering data fields into computers in Windows
 - Posses typing Speed 15-20 words per minute
 - Remarkable skill in coding information into proper form for entry
 - Excellent data entry skills
 - Strong clerical and administrative skills
 - Ability to process high volume of data on-line accurately
 - Profound ability to work independently
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Work Experience:

Data Entry Operator, May 2004 – Present
Helpmates Staffing Services, Corning, AR

- Edited, processed data entry and distribution of raw source documents.
- Collected, assorted and verified accuracy of data provided.
- Filled machine with input and output media as required.
- Audited input and output data for accuracy and recommended corrective action.
- Routed data to appropriate staff for follow up and additional review.

Data Entry Operator, March 2002– April 2004
Premier Research Group, Corning, AR

- Ensured entered data accuracy by comparing with basis documents and identified errors.
 - Assisted with purchasing and oversight of office equipment and supplies.
 - Performed modifications, edits and deletions to the database based on authorized and approved documents.
 - Identified problematic data during the entry and comparison process.
 - Performed testing of data entry screens for database limits and review of data entry guidelines as requested.
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Education:

Bachelor's Degree in Computer Science, John F. Kennedy University, California, CA

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