
Data Processing Clerk Resume

Job Objective

To obtain a Data Processing Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Data Processing Clerk, May 2004 – Present
Weltman Weinberg & Reis Co LPA, Cincinnati, OH

- Ensured entry of inspection data from field reports into the CAIRS database.
- Generated, proofread for accuracy and copied inspection reports.
- Regulated to keep track of received data and source documents by documenting and transmitting.
- Regulated filing of drawings, vaulting and maintained library organizations.
- Prepared and sorted source documents; identified and interpreted data to be entered.

Data Processing Clerk, March 2002 – April 2004
AppleOne, Cincinnati, OH

- Entered alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen.
 - Entered necessary codes when required.
 - Ensured accuracy of data entered with source documents; re-entered if necessary.
 - Compiled, sorted, and verified accuracy of data to be entered and maintained record of completed work.
 - Administered to route documents after entry.
 - Assisted with research needs and kept resource files organized and responded to inquiries.
 - Contacted administration for preparing of source documents and resolved questions, inconsistencies, or missing data.
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Summary of Qualifications:

- Proficient with computer and Microsoft office Suite ; Word and Excel
 - Experienced in analyzing and manipulating spreadsheet
 - Ability to work under pressure and meet strict deadlines under general supervision
 - Flexibility to multitask and work in a fast paced environment with constantly changing priorities
 - Ability to handle sensitive and confidential materials
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Education:

Associate Degree in Commerce, Cuyahoga Community College District, Cleveland, OH

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