**Data Entry Specialist Resume Sample**

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*Data Entry Clerk with 4+ years of experience verifying complex data, inputting figures into client databases at a quick pace, and maintaining the confidentiality of sensitive material. Possess an excellent understanding of CRM software and a higher-than-average KPH rate.*

# Professional Experience

## Popsky, boston, ma

## Data Entry Specialist, September 2014– Present

* Complete all assigned data entry requests/tasks within required timeframes while maintaining a high level of quality.
* Maintain a 99% accuracy rate by assessing client and account documents for errors according to standard practices.
* Contact customers to resolve any issues with their source data.
* Guarantee 100% customer confidence and satisfaction by educating them on the company’s confidentiality policies and procedures regarding their sensitive information.

## Chaim, boston, ma

## Data Entry Clerk, September 2012 – August 2014

* Compiled, sorted, and verified the accuracy of over 5000 data points a day, while generating daily reports project progress.
* Tested client software updates by inputting new figures and examining the corresponding outputs.
* Conducted secure follow-up phone call and emails to acquire clarification on missing or erroneous data from the clients.

# Education

## Waverton High School, Chicago, IL

## Diploma, May 2012

# Additional Skills

* Expert with CRM software: Salesforce Sales Cloud & FreshDesk
* Proficient with Microsoft Office Suite (Access, Excel, Word, Outlook)
* Keystrokes per hour (KPH): 15,000
* Advanced knowledge of QuickBooks