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**Data Entry Clerk Resume Sample**

1010 South Street,

New York, NY, 10003

(212) 204-5645

john.doe@gmail.com

*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 and 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

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* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
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