

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Data Entry/Research Assistant - Company / Location

MONTH YEAR - Present

- Collaborated with other researchers to conduct research through surveys and speaking with participants.
- Enter all compiled data into the software system for better organization.
- Analyze the compiled data to search for trends before entering the data into another program.
- Produce data reports for everyone to review and use to make informed decisions regarding a product, service, or about a company.

Healthcare Data Entry Analyst - Company / Location

MONTH YEAR – MONTH YEAR

- Abide by all [HIPAA](#) regulations when entering patient information into the electronic health record (EHR) system.
- Input patient information and medical information via health codes accurately.
- Compile all physical patient records into a digital database for easier access for physicians and patients.
- Understand ICD-10 codes to ensure all data revolving around medications and conditions are entered correctly.

Project Experience

- **Research Studies:** Oversee, conduct, gather, and analyze information collected from surveys and customers to search for trends within various aspects.

Education

Bachelor's Degree in Computer Science - NYU

MONTH YEAR

- GPA: 3.5
- AWARD
- AWARD

Associate's Degree in Data Analytics - New York Community College

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Skills

Expertise

- 85 WPM
- Great attention to detail with high accuracy
- Microsoft Excel
- Computer literacy
- Data analysis
- Time management skills

Licenses & Accreditations

Licenses & Accreditations

- [IBM Certified Data Analyst](#)
- Google Analytics Individual Qualification (IQ)