

# NAME

TITLE

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

## Profile

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## Experience

### Data Entry Team Lead - Company / Location

MONTH YEAR - Present

- Enter data correctly and efficiently into Microsoft Excel in order of importance.
- Oversee other data entry professionals when the manager isn't working to ensure all operations are running smoothly and that the data is being input correctly.
- Assist the data entry manager with training other employees on company policies and updates to the data entry role.
- Fill in where needed within the date entry department to ensure all data is entered efficiently and in a timely manner.

### Data Entry Clerk - Company / Location

MONTH YEAR – MONTH YEAR

- Input all customer and employee information data into the company's system for record keeping.
- Assist with general administrative office tasks like answering phones, filing, and more when not doing data entry.
- Process payroll for everyone within the office twice monthly to ensure paychecks are correct and sent out on time.
- Generate data reports to give managers a better idea of trends the business sees regarding sales, customers, etc.

### Project Experience

- **Oversee Data Entry Training:** Helped organize and oversee the training of new, entry-level data entry professionals to ensure they understand basic tactics and how the company functions.

## Education

### Master's Degree in Computer Science - NYU

MONTH YEAR

- GPA: 3.6
- AWARD
- AWARD

### Bachelor's Degree in Information Technology - NYU

MONTH YEAR

- GPA: 3.6
- AWARD
- AWARD

## Skills

### Expertise

- Leadership skills
- 80 WPM
- Excellent written and verbal communication
- Close attention to detail
- Data Analytics
- Data research

## Licenses & Accreditations

### Licenses & Accreditations

- [Certified Manager of Quality/Organizational Excellence \(CMQ/OE\)](#)
- Certified Data Management Professional (CDMP)
- Microsoft Office Specialist (MOS) Certification