CHARLIE JUNO

PERSONAL

Name
Charlie Juno

Address
777 W. Marshall Dr.
San Diego, CA 90478

Phone number
(987) 682- 2455

Email
exampleresume@cvmaker.com

Data entry clerk with 10+ years of experience inputting figures and verifying complex data in client databases. Skilled in transcription with 100+ WPM typing seeking to provide quick data entry for a major corporation. Maintain 98% accuracy entering up to 1,000 records each day.

WORK EXPERIENCE

Data Entry Specialist Sep 2018 - Present
Strident Operations, San Diego

- Complete all required data entry tasks and requests within a specific timeframe while maintaining top quality
- Maintain a 98% accuracy rate by assessing account and client documents for errors using standard practices
- Ensure complete customer satisfaction and confidence through educating them on the organization's confidentiality procedures and policies related to their private information
- Contact clients to resolve any problems related to their source data

Data Entry Clerk Apr 2012 - Sep 2018
Carlson Incorporated, Boston

- Tested client software updates by adding new figures and inspecting the corresponding outputs
- Sorted, complied, and verified the accuracy of more than 10,000 data points each day
- Created a collection of daily reports to provide progress information on projects
- Conducted confidential follow-up email and phone calls to gain clarification about erroneous or missing data from the clients

EDUCATION AND QUALIFICATIONS

Diploma Aug 2008 - May 2012
Corrigan High School, Boston, MA

SKILLS

100 WPM typing speed
Time management
Data management
Process management
Problem-solving

REFERENCES

Paige Houston Strident Operations
Available Upon Request

Malachi Jones Strident Operations
Available Upon Request

Marjorie Gleeson Carlson Incorporated
Available Upon Request