# Your Name

Data Entry Clerk  
Phone Number | Email Address | City, State

### Professional Summary

Dedicated and detail-oriented data entry specialist with a proven track record of maintaining high accuracy and efficiency in handling large volumes of information. Proficient in utilizing data entry software and tools, with a typing speed of 75+ words per minute. Adept at data verification, cleansing, and analysis. Strong organizational skills and commitment to data integrity.

### Skills

* Typing Speed: 75+ WPM
* Data Entry Software: Microsoft Excel, Access, Google Sheets
* Data Verification and Validation
* Database Management
* Data Cleansing and Analysis
* Attention to Detail
* Organizational Skills
* Time Management

### Professional Experience

**Data Entry Specialist | XYZ Company**

**Anytown, State | January 20XX - Present**

* Processed an average of 1500 records daily with 99.5% accuracy, contributing to streamlined operations.
* Implemented data cleansing procedures, resulting in a 30% reduction in errors and improved data integrity.
* Collaborated with cross-functional teams to ensure accurate and timely data entry for various projects.
* Utilized advanced Excel functions for data analysis, identifying and rectifying discrepancies promptly.

**Intern | ABC Consulting**

**Anytown, State | May 20XX - August 20XX**

* Assisted in data entry and management tasks for client projects, achieving a 98% accuracy rate.
* Conducted data verification procedures to ensure data consistency and accuracy.
* Generated and maintained reports for project tracking and analysis purposes.

### Education

**Bachelor of Science in Business Administration**  
Anytown University, Anytown, State

Graduated May 20XX

* Relevant Coursework: Database Management, Business Analytics, Spreadsheet Modeling

### Certifications

* Data Entry Professional Certification | Data Entry Institute | 20XX

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