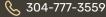


# **Christina** CHOU

Data Entry Clerk



#### CONTACT



c.chou@email.com





## EDUCATION

2015 - 2019

# **Bachelor of Science in Information Management**

West Virginia University Institute of Technology, Morgantown, WV

# **Relevant Courses:**

- · Database Management Systems
- · Data Analysis and Reporting
- · Information Technology Ethics
- · Data Cleaning and Validation Techniques
- · Spreadsheet Applications for Business
- Information Security and Confidentiality

Capstone Project: "Optimizing Data Entry Processes for Enhanced Efficiency"



#### PROFESSIONAL SUMMARY

Experienced Data Entry Clerk with 4 years of professional experience in the field. Knowledgeable in updating and maintaining databases, inputting data accurately into different systems, and preparing reports. Have worked with various software programs and have a great command of MS Office Suite (Word, Excel and PowerPoint).



#### **EXPERIENCE**

#### **Data Entry Specialist**

2022 - Now

#### TechPro Solutions, Morgantown, WV

- · Implemented efficient data entry processes, resulting in a 25% reduction in processing time.
- · Updated and maintained databases with meticulous attention to detail, ensuring data accuracy.
- · Utilized advanced skills in Microsoft Office Suite, particularly Word, Excel, and PowerPoint, to prepare detailed reports for management.
- · Trained new employees on data entry best practices, contributing to a more proficient and cohesive team

#### **Data Entry Clerk**

2019 - 2022

#### Tech Synergy Inc., Morgantown, WV

- · Accurately inputted data into various systems, demonstrating a commitment to precision and data integrity.
- · Assisted in the creation of comprehensive reports, utilizing Excel functions for data analysis.
- · Collaborated with IT professionals to troubleshoot and resolve data-related issues.
- · Maintained confidentiality and security of sensitive information during all data handling processes.



# **SKILLS**

Database Management	*	*	*	*	*
Quality Control	*	*	*	*	*
Attention to Detail	*	*	*	*	*
Data Entry Software	*	*	*	*	*
Microsoft Office Suite	*	*	*	*	*