





# James Benson

## Remote Data Entry Clerk

### CONTACT

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 Austin, TX

### PROFESSIONAL SUMMARY

Dedicated and reliable data entry clerk with extensive experience working remotely. Currently managing and entering data with precision at HomeData Solutions.

### EXPERIENCE

#### Data Entry Clerk

HomeData Solutions / Remote

2023 - Now

- Enter large volumes of data into company databases from a home office.
- Conduct regular data audits to ensure accuracy and completeness.
- Coordinate with team members via online communication tools to manage workload.
- Troubleshoot data entry issues and provide solutions for management challenges.

#### Data Entry Associate

Business Connect / Austin, TX

2021 - 2023

- Input and verified data for various business clients.
- Assisted in creating and updating client databases.
- Provided data reports and insights to the management team.
- Maintained accurate records and ensured timely data entry.

### SKILLS

Expertise in remote work tools  
(Slack, Zoom, Asana)



High-speed data entry (75 WPM)



Strong problem-solving skills



### PROFESSIONAL AFFILIATIONS

#### Remote Work Professionals Network

Member

### AWARDS



Top Remote Performer Award, HomeData Solutions, July 2023



Employee of the Month, Business Connect, October 2022