Christina CHOU

Data Entry Specialist

CONTACT

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- Morgantown, WV

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 Specialist 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	★ ★ ★ ★ ★