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| John Doe | | |
| Summary  Detail-oriented and highly organized entry-level Data Entry Clerk with a strong foundation in data management and accuracy. Eager to contribute to a dynamic team and support organizational efficiency through effective data entry skills.  Work Experience  **Data Entry Intern Jan 2023 – Present**  ABC Corp Anytown, CA   * Assisted in entering customer data into the company database with 98% accuracy. * Performed regular data quality checks to identify and correct errors.   **Administrative Assistant Jun 2022 – Dec 2022**  XYZ Inc. Anytown, CA   * Supported data entry tasks for various departments while handling administrative duties. * Organized and maintained digital filing systems for easy access and retrieval.   Education Associate of Arts Jan 2022 *Community College of Anytown**Anytown, CA* | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 90210  Skills  Data Entry  Microsoft Excel  Attention to Detail  Time Management  Typing Speed  Basic Database Management  Customer Service  Problem-Solving  Organizational Skills |