|  |
| --- |
| John Doe |
| SummaryDetail-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.

EducationAssociate of Arts Jan 2022*Community College of Anytown**Anytown, CA* | Contact(123) 456-7890john.doe@example.comAnytown, CA 90210SkillsData EntryMicrosoft ExcelAttention to DetailTime ManagementTyping SpeedBasic Database ManagementCustomer ServiceProblem-SolvingOrganizational Skills |