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| Jane Smith | | |
| Summary  Results-driven Data Entry Clerk with over 3 years of experience in managing data and ensuring accuracy. Proven track record in improving data entry processes and enhancing operational efficiency in fast-paced environments.  Work Experience  **Data Entry Specialist Mar 2021 – Present**  DEF Solutions Othertown, NY   * Managed and updated over 10,000 records in the client database, increasing retrieval speed by 30%. * Collaborated with teams to streamline data entry processes, reducing entry time by 20%.   **Data Entry Clerk Jan 2019 – Feb 2021**  GHI Technologies Othertown, NY   * Maintained high standards of data accuracy through regular audits and quality checks. * Trained new staff on data entry protocols and software applications.   Education Bachelor of Science: Information Technology Jan 2018 *Othertown University**Othertown, NY*  certifications   * Certified Data Entry Specialist – Data Entry Institute – 2020 | Contact  (987) 654-3210  jane.smith@example.com  Othertown, NY 12345  Skills  Data Entry  Database Management  Excel Proficiency  Data Analysis  Attention to Detail  Time Management  Team Collaboration  Process Improvement  Quality Assurance |