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| Jane Smith |
| SummaryResults-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.

EducationBachelor of Science: Information Technology Jan 2018*Othertown University**Othertown, NY*certifications* Certified Data Entry Specialist – Data Entry Institute – 2020
 | Contact(987) 654-3210jane.smith@example.comOthertown, NY 12345SkillsData EntryDatabase ManagementExcel ProficiencyData AnalysisAttention to DetailTime ManagementTeam CollaborationProcess ImprovementQuality Assurance |