|  |  |  |
| --- | --- | --- |
| Michael Johnson | | |
| Summary  Highly experienced Data Entry Clerk with over 7 years of expertise in data management and optimization. Demonstrated ability to lead teams, implement data entry strategies, and significantly enhance data integrity and operational efficiency.  Work Experience  **Senior Data Entry Supervisor Jun 2020 – Present**  JKL Enterprises Big City, TX   * Supervised a team of 10 data entry clerks, ensuring compliance with company standards and data accuracy. * Implemented new data entry protocols that improved team efficiency by 40%.   **Data Entry Coordinator Mar 2015 – May 2020**  MNO Corporation Big City, TX   * Managed the data entry process for large-scale projects, achieving a 99% accuracy rate. * Developed training programs for new hires, leading to a 25% reduction in onboarding time.   **Data Entry Clerk Jan 2013 – Feb 2015**  PQR Ltd. Big City, TX   * Accurately entered and maintained data for over 50,000 records while ensuring data privacy. * Conducted regular audits to identify discrepancies and improve data quality.   Education Bachelor of Arts: Business Administration Jan 2012 *Big City University**Big City, TX*  certifications   * Certified Data Management Professional – Data Management Association – 2021 | Contact  (555) 123-4567  michael.johnson@example.com  Big City, TX 75001  Skills  Advanced Data Entry  Team Leadership  Data Management Systems  Quality Control  Project Management  Excel Advanced Functions  Database Optimization  Analytical Skills  Training & Development |