|  |
| --- |
| Michael Johnson |
| SummaryHighly 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.

EducationBachelor of Arts: Business Administration Jan 2012*Big City University**Big City, TX*certifications* Certified Data Management Professional – Data Management Association – 2021
 | Contact(555) 123-4567michael.johnson@example.comBig City, TX 75001SkillsAdvanced Data EntryTeam LeadershipData Management SystemsQuality ControlProject ManagementExcel Advanced FunctionsDatabase OptimizationAnalytical SkillsTraining & Development |