

Sarah Chen

Data Entry Specialist

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PROFESSIONAL SUMMARY

Detail-oriented data entry specialist with 3 years of experience in high-volume data processing and management. Exceptional typing speed of 75 WPM with 99.5% accuracy. Proficient in Microsoft Office Suite, data validation, and quality control processes. Strong organizational skills and ability to meet tight deadlines while maintaining data integrity.

WORK EXPERIENCE

Senior Data Entry Specialist

DataPro Solutions Inc., Manila, Philippines | January 2022 - Present

Processing high-volume data entry for healthcare clients

Key Responsibilities:

- Input 10,000+ records per week into database systems with 99.5% accuracy
- Verify and validate data against source documents
- Perform quality checks on completed data entry batches
- Generate daily productivity and accuracy reports
- Train new data entry operators on company procedures

Key Achievements:

- Exceeded monthly productivity targets by 25% for 12 consecutive months
- Achieved perfect accuracy score (100%) for Q4 2023
- Implemented new quality control checklist adopted company-wide

Data Entry Operator

QuickData BPO, Quezon City, Philippines | May 2020 - January 2022

Data entry for e-commerce and retail clients

Key Responsibilities:

- Entered product information, pricing, and inventory data
- Maintained data accuracy rate of 98% or higher
- Processed urgent data entry requests within SLA timeframes
- Updated and corrected existing database records

Key Achievements:

- Employee of the Quarter - Q3 2021
- Completed advanced Excel training certification

EDUCATION

Bachelor of Science in Business Administration

Far Eastern University | June 2015 - April 2019 | 3.1 GPA

Focus on operations management

SKILLS

Core Competency: Data Entry (Expert), Data Validation (Advanced)

Software: Microsoft Excel (Advanced)

Technical: Typing (Expert)

Soft Skill: Attention to Detail (Expert)

ADDITIONAL INFORMATION

Status: Actively seeking opportunities

Preferred Work Setup: Remote

Preferred Shift: Mid

Expected Salary: PHP 20,000 - 28,000