

Caleb Hartley

Florida

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Diligent Entry Level Data Entry professional with a proven track record of enhancing data management processes and maintaining high data accuracy. Experienced in implementing new data systems, improving retrieval times by 40%, and reducing data-related downtime by 20%. With a 100% confidentiality record and a knack for training new clerks, I am eager to bring my data handling expertise to a new challenge.

CAREER Experience

Entry Level Data Entry• 01/2024 – Present

Future Communications

Streamlined data entry processes, resulting in a 30% increase in productivity and a significant reduction in data errors.

Implemented a new data management system, improving data retrieval times by 40% and enhancing overall operational efficiency.

Assisted in the development of a comprehensive data backup and recovery plan, ensuring business continuity and safeguarding against potential data loss.

Data Entry Clerk• 03/2023 – 12/2023

AdminPulse Services

Managed a large volume of data entry tasks, maintaining a 99% accuracy rate and contributing to the reliability of the company's data resources.

Collaborated with the IT department to troubleshoot and resolve data-related issues, reducing downtime by 20%.

Conducted regular data audits, identifying and correcting discrepancies that improved the overall data quality.

Junior Data Entry Clerk• 11/2021 – 03/2023

OfficeVision Corp

Handled sensitive data entry tasks with a 100% confidentiality record, ensuring the company's compliance with data privacy regulations.

Participated in training new data entry clerks, improving their productivity by 25% and reducing the onboarding time.

Assisted in the migration of data during a system upgrade, ensuring a smooth transition with zero data loss.

SKILLS

Data Entry and Management

Process Improvement

Data Backup and Recovery

Accuracy and Attention to Detail

Problem-Solving and Troubleshooting

Data Auditing

Confidentiality and Data Privacy

Training and Development

Data Migration

Collaboration and Teamwork

EDUCATION

Bachelor of Science in Information Technology

University of North Dakota

2020-2024

Grand Forks, ND

CERTIFICATIONS

Certified Data Entry Operator (CDEO)

04/2024

National Association for Business Resources (NABR)

Microsoft Office Specialist: Excel Associate (Excel and Excel 2019)
04/2023
Microsoft
Certified Administrative Professional (CAP)
04/2023
International Association of Administrative Professionals (IAAP)