

Caleb Hartley

Florida

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- (847) 562-3910
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- caleb@hartley.com
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- linkedin.com/in/caleb-hartley

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)