Peter J. Mazza

South Amboy, NJ |
516-380-0322 |
petermazza@icloud.com |
linkedin.com/in/peterjmsmazza

SKILLS

High-volume data entry, Microsoft Excel (VLOOKUP, PivotTables), internal databases, CRM systems, data management, data validation, quality control, records management, reporting, discrepancy resolution, data integrity, inventory management, inventory auditing, order fulfillment, documentation review, process improvement, time management, communication, confidentiality

EDUCATION

Associate of Science, Recording Arts, Full Sail University

Microsoft Excel Professional Certification

PROFESSIONAL SUMMARY

Data Entry Specialist with 7+ years of high-volume data entry, data validation, and quality control experience across Microsoft Excel and internal database/Customer Relationship Management (CRM) systems. Consistently delivers 99%+ accuracy while verifying documentation, resolving discrepancies, and maintaining data integrity to support reporting and administrative processes.

EXPERIENCE

Data Center Associate, Comscore, Inc. (Remote)   May 2025 - Aug 2025

- Executed high-volume data entry for national marketing datasets, averaging 500+ records per day with 100% accuracy.
- Verified and reconciled source documentation to correct discrepancies and ensure 100% integrity for client reporting.
- Implemented a tiered quality control process that reduced overall error rates by 10% within the first month.
- Standardized data entry procedures for a proprietary application, improving team processing efficiency by 15%.

Inventory & Data Management Specialist, DMS Inc. | Staten Island, NY   months 2021 - May 2025

- Processed and maintained 50+ customer orders weekly, ensuring accurate record updates and 99.9% on-time fulfillment.
- Conducted weekly data audits across 2,000+ inventory items, correcting errors to maintain 100% data integrity.
- Generated inventory and order reports to support leadership decision-making and operational planning.
- Resolved 15+ customer inquiries weekly by retrieving, validating, and communicating accurate account and order data.