

Resume draft

Yun Li

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#### Summary:

Seasoned Data Entry Operator with 7 years of experience building and maintaining electronic databases. Received and reviewed new written records, transcribed information into electronic databases, verified and validated new and previously-input data fields, prepared reports and contributed to refinement of data entry protocols. Detail-oriented professional effecting useful, accurate databases.

#### Experience:

- Compiled and formatted data requested to generate and present reports on contact details, transaction history and basic data trends over time.
- Collaborated with other company employees to understand data requirements, searching databases and performing inquiries to locate specific data items needed.
- Trained new data entry employees, assuring successful transitioning of trainees.
- Coordinated assignment distribution to facilitate smooth workflows.
- Planned and developed data entry documentation and instructions to optimize data delivery.
- Arranged production schedules to focus and guide data management team.
- Analysed effectiveness of data entry equipment to secure data integrity across entire system.
- Reviewed entire system database for compliance with data requirements specified by vendor and team members.
- Collaborated with external vendors to establish database specifications, data types and criteria for data acceptance.
- Monitored remote contractors, terminals and offsite employees to support haste and precision of data entry.
- Identified, corrected and reported data entry errors.
- Maintained employee attendance records to guarantee efficiency when meeting project deadlines.
- Identified and corrected improper cases of data entry to prevent data redundancies and integrity failures.
- Managed entire data lifecycle from creation to archiving processes, establishing protocols to speed data entry procedures.
- Scheduled and conducted remote trainings and orientations to assist human resources staff.
- Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.
- Compiled data from source documents prior to data entry.

- Maintained confidentiality of client and staff personal details by adhering to all company regulations and requirements.
- Adhered to strict data confidentiality policies to prevent information leakage.
- Proofread documents and edited materials to correct grammar and spelling mistakes.
- Maintained quality levels above prescribed minimums to support team productivity.
- Communicated with coworkers regarding deadlines and project milestones.
- Maintained records by creating monthly reports, closing terminated records and performing chart audits.
- Organized billing and invoice data, prepared accounts receivable and generated revenue reports to provide controllers with vital financial information.
- Reviewed database entries to verify regulatory compliance.
- Compiled, sorted and verified digital data against source documents.
- Updated departmental standard operating procedures and database to accurately reflect current practices.
- Acquired background clearance to meet government-based position requirements.
- Exercised discretion in executing specific protocols based on data type and project scope, applying company policies and industry experience to create complete, useful records.
- Reviewed source documents to locate required data for entry.
- Compiled and documented statistical information for reports.
- Performed imaging, transcription and verifying tasks to keep office workflows running smoothly.
- Coordinated, scheduled and executed in-depth data entry projects.
- Reduced physical document storage footprint by scanning and eliminating outdated records.

#### Skills:

- Data transcription
- Error verification
- Logbook updates
- Data collection
- Database updates
- Data auditing
- Data processing
- Data reporting
- Microsoft Office expertise
- Error identification
- Collecting information
- Spreadsheet creation
- Advanced clerical knowledge
- Meticulous attention to detail
- File management
- Filing and data archiving
- Reporting and documentation