1. Reviewed completed work for compliance with regulations.
2. Kept optimal quality levels to prevent critical errors and support team performance targets.
3. Organized, sorted and checked [Type] input data against original documents.
4. Performed more than [Number] hourly 10-key actions while maintaining [Number]% error rate.
5. Managed large data projects, including workflow scheduling, data entry and accuracy verification.
6. Oversaw team of [Number] employees, providing comprehensive data entry training and regular performance reviews.
7. Reviewed and updated client correspondence files and [Type] database information to maintain accurate records.
8. Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
9. Verified data files prior to entry to maintain high data accuracy.
10. Corrected any data entry error to prevent later issues such as duplication or data degradation.
11. Produced monthly [Type] reports using advanced Excel spreadsheet functions.
12. Compiled information and input into [Type] database.
13. Compiled data and reviewed information for accuracy prior to input.
14. Obtained scanned records and uploaded into database.
15. Entered numerical data into databases with speed and accuracy using 10-key pad.
16. Compiled [Timeframe] budget reports, financial spreadsheets and organizational charts to support business operations and improve office organization.
17. Supported [Type] department with special projects resulting in [Result].
18. Tracked and maintained records for [Type] department.
19. Executed data verification to detect errors.
20. Managed [Number] data files across [Number] systems to provide [Type] and [Type] departments with real-time information.