1. Kept optimal quality levels to prevent critical errors and support team performance targets.
2. Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
3. Reviewed and updated client correspondence files and [Type] database information to maintain accurate records.
4. Managed large data projects, including workflow scheduling, data entry and accuracy verification.
5. Performed more than [Number] hourly 10-key actions while maintaining [Number]% error rate.
6. Maintained ongoing communication with relevant departments to confirm accurate data delivery.
7. Organized, sorted and checked [Type] input data against original documents.
8. Scrubbed data for errors and made corrections to maintain clean records.
9. Reviewed completed work for compliance with regulations.
10. Corrected any data entry error to prevent later issues such as duplication or data degradation.
11. Gathered data from [Number] sources, including [Type] and [Type] programs.
12. Outlined appropriate processes and procedures to fulfill and complete inquiries.
13. Compiled information and input into [Type] database.
14. Maintained databases, mailing lists, telephone networks, and other information to facilitate functioning of health education programs.
15. Applied data entry knowledge and [Technique] skills to resolve indecipherable or garbled messages.
16. Entered numerical data into databases with speed and accuracy using 10-key pad.
17. Drafted reports for upper management as directed.
18. Obtained scanned records and uploaded into database.
19. Located and corrected data entry errors and reported to management.
20. Monitored database updates and verified for correctness.