1. Completed time-sensitive data entry requests.
2. Securely filed document master digital files for backup and future verification.
3. Assisted [Job title] to compile internal reporting data.
4. Verified data checking for compliance, error and repeat data.
5. Reported timeliness of data entry progress when working on special projects and escalations.
6. Clearly communicated entry status via email or phone with other departments.
7. Entered client data into [System] to capture [Type] information.
8. Quickly learned new processes and systems and kept current with procedural enhancements.
9. Provided back-up telephone support to [Job title] by answering incoming calls with extended wait times.
10. Maintained and referenced training documentation for entry process.
11. Located and corrected data entry errors and reported to management.
12. Double checked accuracy of hard copy paperwork and rectified any issues.
13. Tracked and maintained records for [Type] department.
14. Managed large data projects, including workflow scheduling, data entry and accuracy verification.
15. Verified accuracy of data before transcribing.
16. Investigated and addressed [Type] system issues to enhance usability and improve functionality.
17. Sorted and processed incoming reports before putting data into processing software.
18. Mined [Type] and [Type] data to efficiently fulfill client requests and orders.
19. Compiled information and input into [Type] database.
20. Answered data questions for company leaders as subject matter expert to enhance decision making.