

JAMES LOGAN

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Detail orientated information processor with over 7 years of experience. Proven track record working efficiently in high-pressure and fast-paced professional environments. Highly-motivated team player who increases department efficiency by completing projects well within deadlines.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

New York University New York, NY
September 2009 - June 2013

KEY SKILLS

- 72 WPM Typing Speed
- MS Office Suite
- Team Player
- Excellent Communication Skills
- Organized
- Good Leader
- Accurate Data Entry
- Excellent Time Management
- Highly-motivated
- Fast Learner
- Tech Savvy

CERTIFICATIONS

- Certified Data Entry Specialist

PROFESSIONAL EXPERIENCE

SENIOR DATA ENTRY PROCESSOR

Fales Health Group, New York, NY
June 2016 - Present

- Maintain ongoing accounts of 5,000 patients
- Oversee the input of a team of 4 junior clerks to ensure accuracy
- Check source documents for accuracy and verify data when required
- Follow all internal security guidelines in accordance with HIPAA regulations
- Improve data input methods and consolidate spreadsheets, which increased overall efficiency and saved the company \$10,000 in labor costs

DATA ENTRY CLERK

ABC Insurance, New York, NY
July 2013 - May 2016

- Performed clerical duties such as answering the phone and distributing mail during busy periods
- Maintained a hard copy backup of all sensitive information
- Maintained ongoing accounts of 1,000 clients
- Researched and gathered information on incomplete documents
- Typed correspondence for reports and other written material from rough drafts
- Processed and compiled customer information into the database