

**James Logan**  
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## Profile

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.

## 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

## 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