James Logan

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PROFILE

Highly organized Information Processor with 7+ years of experience. Proven record working efficiently in high-pressure environments, with 87 WPM and 99%+ accuracy. Natural collaborator who helps raise team output by completing projects ahead of time. Fast learner who adapts readily to new work challenges and conditions.

PROFESSIONAL EXPERIENCE

Data Entry Processor
Fales Health Group, New York, NY | June 2019 to Present
[Regional industry leader with 900+ employees]

- Maintain ongoing accounts of 5,000 patients
- Oversee team of 4 junior clerks to ensure input accuracy
- Check source documents for accuracy, and verify data as needed
- Follow all internal security guidelines per HIPAA

Highlight:

- Streamlined data input methods and consolidated spreadsheets, cutting labor costs by $10K

Data Entry Clerk
ABC Insurance, New York, NY | July 2016 to May 2019
[Leading auto insurance company with 800 employees]

- 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
- Maintained a hard-copy backup of all sensitive data
- Processed and compiled customer information into database

EDUCATION

Bachelor of Science (BS) — Business Administration
New York University, New York, NY | 2016

KEY SKILLS

- Accurate Data Entry
- Efficiency Improvement
- Microsoft Office Suite
- Team Collaboration
- Time Management