Addaline Delariva

Data Entry Clerk

✉ addaline.delariva@gmail.com

📞 (789) 003-7472

📍 123 Oak Street, Fargo, ND 58102

Education

Associate of Applied Science in Data Entry and Information Processing at North Dakota State College of Science, Wahpeton, ND

Aug 2018 - May 2022

Relevant Coursework: Data Entry and Information Processing, Database Management, Spreadsheet Applications, Computer Applications, Information Systems, and Business Communication.

Links

linkedin.com/in/addalinedelariva

Skills

Typing

Spreadsheet

Database

Accuracy

Speed

Microsoft Excel

Google Sheets

Languages

English

Japanese

Profile

Detail-oriented Data Entry Clerk with 1 year of experience in accurate and efficient data input, processing, and management. Proficient in various computer applications and software, with a keen eye for detail and commitment to maintaining data confidentiality. Demonstrated ability to adapt quickly to new systems and processes, ensuring timely and error-free completion of assigned tasks. Excellent organizational and communication skills, with a proven record of successfully collaborating with diverse teams to achieve project goals.

Employment History

Data Entry Clerk at North Dakota Data Solutions, ND

Apr 2023 - Present

- Successfully input over 10,000 data records per month with a 99.5% accuracy rate, ensuring timely updates to the company's database and facilitating efficient operations at North Dakota Data Solutions.
- Streamlined data entry processes by implementing new software tools and training team members, resulting in a 20% increase in productivity and reducing manual errors by 15% within six months.
- Assisted in the migration of over 50,000 client records from legacy systems to a new CRM platform, completing the project two weeks ahead of schedule and maintaining data integrity throughout the transition.
- Recognized as Employee of the Month twice in 2020 for consistently exceeding performance targets, maintaining a high level of accuracy, and demonstrating exceptional teamwork and communication skills.

Data Entry Specialist at Red River Data Services, ND

Aug 2022 - Mar 2023

- Successfully entered and processed over 10,000 data records per month with a 99.5% accuracy rate, ensuring timely and accurate information for Red River Data Services clients.
- Streamlined data entry processes by implementing new software tools and automating repetitive tasks, resulting in a 20% increase in productivity and faster turnaround times for projects.
- Trained and mentored 5 new data entry team members, improving overall team efficiency by 15% and reducing onboarding time by 50%.
- Identified and resolved over 200 data discrepancies and errors, helping to maintain the integrity of Red River Data Services' database and contributing to improved customer satisfaction ratings.

Certificates

Certified Data Entry Specialist (CDES)

Nov 2021

National Association of Professional Women in Business (NAPWB) - Certified Administrative Professional

May 2020