

LINDA HOOPER

DATA ENTRY RESUME

Career Summary

An accurate and fast typing data entry clerk who can quickly fit into any busy office environment where she has to manage high volumes of work. Linda is naturally enthusiastic, always pays attention to detail and can perform to a high level of accuracy. She has extensive knowledge of specialist data entry software and equipment, and is more than able to maintain effective working relationships with supervisor and co-workers. She is currently looking for a suitable position with a company where there is opportunity to progress and develop.

Academic Qualifications

Coventry North College	2011 - 2012
Diploma in Information Technology	Pass

Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass
Physical Education	Pass

Data entry skills acquired whilst studying

- Accurately inputting confidential details into databases.
- Ensuring that all data is accurate, up to date and useable.
- Updating systems to maintain the correct information.
- Inputting client information, surveys, and statistics data into in-house system & excel spreadsheets.
- Processing billing activity and then ensuring that prompt billing processing takes place.
- Operating office equipment like printers and tape machines.
- Updating, maintaining and retrieve data held on computer systems.
- Raising work orders.
- Communicating clearly over the phone.
- Able to work under pressure and to deadlines.
- Tran-scripting paper-based records to computer files.
- Comparing inputted data with source documents.
- Deleting unnecessary information.
- Checking source data & Identifying garbled or incorrect data.
- Complying with data integrity and security policies.
- Knowledge of correct spelling, grammar and punctuation.

Key skills

KNOWLEDGE OF

- Data inputting
- Data mining
- IT literate
- Checking information
- Administration
- Confidentiality
- Problem solving
- Correcting errors

KEY COMPETENCIES

- Able to do repetitive work accurately for long periods of time.
- Excellent speed and accuracy skills.
- Comprehensive knowledge of excel and other Microsoft programmes.
- Fast, accurate typing ability.
- Fully aware of confidentiality issues regarding the use of private and confidential information.

PERSONAL SKILLS

- Maintaining a positive working relationship within a busy working environment and supporting other team members.
- Excellent organisational skills, strong attention to detail and a positive attitude.
- Proactive approach to daily routines.

SELECTED ACHIEVEMENTS

- European Computer Driving Licence.
- Passed course on 'Information collection and management.'
- Certificate and Diploma for IT Users.
- Fluent speaker of French & Spanish.

HOBBIES AND INTERESTS

Linda enjoys writing software for computer games and is currently enrolled on a part time online course, learning a new programming language. She is a sociable person who likes to take part in activities where she will meet new people.

REFERENCES

Available on request.

CONTACT DETAILS

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