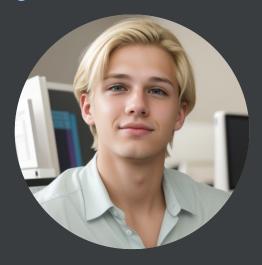
ESUME



James Benson

Remote Data Entry Clerk

CONTACT

(555) 345-<u>6789</u>

iamebenson@email.com

Austin, TX

PROFESSIONAL SUMMARY

Dedicated and reliable data entry clerk with extensive experience working remotely. Currently managing and entering data with precision at HomeData Solutions.

EXPERIENCE

Data Entry Clerk

HomeData Solutions / Remote

2023 - Now

- Enter large volumes of data into company databases from a home office.
- · Conduct regular data audits to ensure accuracy and completeness.
- Coordinate with team members via online communication tools to manage workload.
- Troubleshoot data entry issues and provide solutions for management challenges.

Data Entry Associate

Business Connect / Austin, TX

2021 - 2023

- · Input and verified data for various business clients.
- · Assisted in creating and updating client databases.
- · Provided data reports and insights to the management team.
- · Maintained accurate records and ensured timely data entry.

SKILLS

Expertise in remote work tools (Slack, Zoom, Asana)

High-speed data entry (75 WPM)

Strong problem-solving skills

PROFESSIONAL AFFILIATIONS

Remote Work Professionals Network

Member

AWARDS



Top Remote Performer Award, HomeData Solutions, July 2023



Employee of the Month, Business Connect, October 2022