

Mialani Essert

Data Entry Operator

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📍 1234 Elm Street, Wichita, KS 67212

EDUCATION

Diploma in Data Entry and Office Administration at Wichita Technical Institute, Wichita, KS

Sep 2017 - May 2022

Relevant Coursework: Data Entry, Office Administration, Microsoft Office Suite, Document Management, Spreadsheet Creation and Management, Database Management, Records Management, Business Communication, and Time Management.

LINKS

[linkedin.com/in/mialaninessert](https://www.linkedin.com/in/mialaninessert)

SKILLS

Touch-typing

Spreadsheet proficiency

Database management

Optical Character Recognition (OCR)

Microsoft Excel

Google Sheets

Data validation

LANGUAGES

English

Hindi

HOBBIES

Calligraphy

Photography

PROFILE

Detail-oriented and highly organized Data Entry Operator with 1 year of experience in efficiently and accurately inputting data across various industries. Proficient in using multiple software platforms and databases, with excellent typing speed and a keen eye for detail. Strong ability to manage time effectively, prioritize tasks, and deliver high-quality results in fast-paced environments. Seeking opportunities to leverage data entry skills to contribute to company success and enhance professional growth.

EMPLOYMENT HISTORY

● Data Entry Operator at Keycentrix LLC, KS

May 2023 - Present

- Successfully processed over 10,000 data entries per month, maintaining an error rate below 0.5%, ensuring accurate and timely information for Keycentrix LLC's clients and internal teams.
- Streamlined data entry processes by identifying inefficiencies and implementing improvements, resulting in a 15% increase in productivity and reducing the average time spent on each entry by 20%.
- Trained and mentored four new Data Entry Operators, enabling them to achieve a minimum of 95% accuracy within their first month and contributing to the overall efficiency and effectiveness of the team.
- Collaborated with the IT department to develop and implement a new data entry software, which reduced manual efforts by 30% and improved overall data quality and consistency across the company.

● Junior Data Entry Operator at Cerebral Staffing LLC, KS

Aug 2022 - Mar 2023

- Successfully processed and entered over 10,000 data records per week with a 99.5% accuracy rate, ensuring the timely and efficient completion of client projects.
- Streamlined data entry processes by implementing new software tools, reducing entry time by 25% and increasing overall productivity of the team.
- Assisted in training and onboarding of three new data entry operators, contributing to a 15% increase in team output and improved overall data quality.

CERTIFICATES

Certified Data Entry Operator (CDEO)

Feb 2022

**International Association of Administrative Professionals (IAAP)
Certified Administrative Professional with a specialization in Office Management**

Mar 2020

MEMBERSHIPS

International Association of Administrative Professionals (IAAP)

National Association of Professional Women (NAPW)

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Clemens Wendtner



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