**[Data Entry Operator](https://www.postjobfree.com/resume/ad0esa/data-entry-operator-midlothian-va)**

**Location:**Midlothian, VA

**Posted:**October 16, 2023

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**Resume:**

Christinana Yormesah

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PROFESSIONAL SUMMARY

Detail-oriented Data Entry Operator with 3 years of experience in accurately and efficiently entering and verifying data. Seeking a Data Entry Clerk position to leverage strong data management skills, exceptional attention to detail, and proficiency in data entry software for accurate and efficient data input. Knowledge & Skills Areas

• Proficient in Microsoft Office applications.

• Strong computer skills, including touch typing

system and database management tools.

• Demonstrated ability to enter data quickly and

accurately.

• Exceptional attention to detail for accurate data input.

• Analytical thinking skills for identifying and

correcting data discrepancies.

PROFESSIONAL EXPERIENCE

Personal Shopper, Walmart 12/21 - Present

Experience:

• Identified client specifications and needs, locating products that meet requirements.

• Interacted with customers to determine their needs, budgets, and interests, providing expert advice.

• Processed purchases, exchanges, and returns, ensuring customer satisfaction.

• Grew and maintained client base through strategic selling techniques and proactive customer interaction. Data Entry Operator Novative Solution LLC, Woodbridge, Virginia 2020-2022

• Proficiently used data entry software and tools, including Microsoft Excel and Word.

• Demonstrated excellent typing speed and accuracy while maintaining data quality.

• Ensured data integrity and minimized errors through strong attention to detail.

• Managed multiple tasks, met deadlines, and resolved data-related issues effectively.

• Collaborated with team members and stakeholders, showcasing strong communication skills. EDUCATION

High School Diploma

2006 - 2009

Goshen Senior High School