



# JACKSON TURNER

Data Entry Clerk

support@qwikresume.com  
(123) 456 7899  
Los Angeles  
www.qwikresume.com

## PROFESSIONAL SUMMARY

Results-oriented data entry clerk with two years of experience in precise data management within dynamic settings. Demonstrates expertise in data accuracy, confidentiality, and process optimization. Eager to contribute to organizational success through exceptional attention to detail and strong analytical skills, ensuring efficient operations and high-quality outcomes.

## WORK EXPERIENCE

**Data Entry Clerk**  
Seaside Innovations  
Apr / 2024-Ongoing  
Santa Monica, CA

- Input patient information into NextGen Healthcare, ensuring data accuracy and compliance with regulations.
- Identify and rectify errors in data through thorough research and verification processes.
- Compile and prepare medical records for entry, enhancing efficiency in data management.
- Collaborate with quality assurance teams to resolve data deficiencies and ensure integrity.
- Protect patient confidentiality by adhering strictly to data privacy policies.
- Propose and implement process improvements to enhance team productivity.
- Generate and distribute detailed data reports to relevant stakeholders as needed.

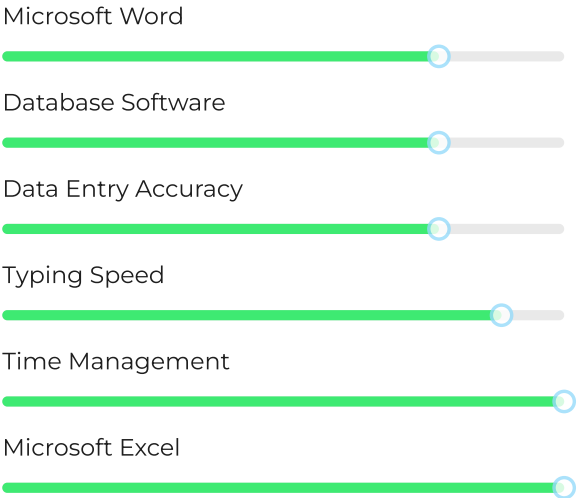
**Facilitated Enroller Representative**  
Silver Lake Enterprises  
Apr / 2023-Apr / 2024  
Seattle, WA

- Assist clients in completing applications for government health programs, ensuring accurate data collection.
- Conduct eligibility screenings for various health programs, ensuring compliance with guidelines.
- Follow up with clients to review benefits and facilitate enrollment processes.
- Verify and review documents to confirm U.S. citizenship and financial eligibility.
- Stay updated on health plan offerings to provide accurate information to clients.
- Build and maintain professional relationships with community organizations and providers.

## EDUCATION

**Associate of Science in Business**  
City College  
Phoenix, AZ  
Focused on data management principles and business operations.

## SKILLS



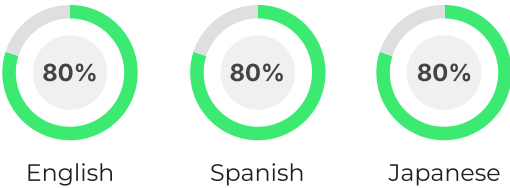
## INTERESTS

- Podcasts  
Dancing  
Language Learning  
Cycling

## STRENGTHS

- Intuition  
Leadership  
Listening  
Mentorship

## LANGUAGES



## ACHIEVEMENTS

- Achieved a 98% accuracy rate in data entry tasks.
- Streamlined data processing workflows, reducing entry time by 20%.