



# NOAH WILLIAMS

Data Entry Supervisor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Analytical Thinking



Presentation Development



Email Communication



Financial Data Management



Data Processing Solutions



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

## STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



Arabic



German

## ACHIEVEMENTS

🌟 Achieved a 30% reduction in data entry errors through implementation of new quality assurance protocols.

🌟 Streamlined data processing time by 25% by developing and training staff on new operational workflows.

## PROFESSIONAL SUMMARY

Detail-oriented Data Entry Supervisor with over 5 years of experience in managing data entry teams and ensuring accuracy in data processing. Proven track record in optimizing workflows, training staff, and implementing quality control measures. Strong analytical skills and proficiency in data management software, committed to enhancing productivity and maintaining data integrity.

## WORK EXPERIENCE

### Data Entry Supervisor

📅 Jan / 2018-Ongoing

📍 Santa Monica, CA

Seaside Innovations

1. Supervised a team of eight data entry specialists, establishing best practices that increased departmental efficiency.
2. Conducted training sessions on accurate check processing and data entry procedures, enhancing employee competency.
3. Monitored and audited employee transactions, ensuring compliance with quality standards and error tracking.
4. Managed the input of hard copy research data into processing systems for hundreds of applicants accurately and efficiently.
5. Ensured that all team members maintained high standards of speed and accuracy in data input.
6. Reviewed team submissions for accuracy, providing feedback and guidance to promote continuous improvement.
7. Developed and implemented departmental procedures, leading monthly training meetings to reinforce best practices.

### Data Entry Supervisor

📅 Jan / 2015-Jan / 2018

📍 Seattle, WA

Silver Lake Enterprises

1. Oversaw a team of approximately 19 employees, ensuring optimal productivity and engagement.
2. Managed data entry and client inquiry procedures across various departments, including cytology and histology.
3. Conducted interviews for new hires, collaborating with management on the final selection process.
4. Trained new employees and managed scheduling and timesheet adjustments for the team.
5. Collaborated with other departments to maintain a consistent workflow and efficient operations.

## EDUCATION

### Bachelor of Science in Information Technology

📅 Jan / 2012 - Jan / 2015

University of Tech

📍 Portland, OR

Focused on data management and information systems.