



MIA TAYLOR

Order Entry Clerk

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Detail-oriented



Filing Systems



Data Accuracy



Quality Assurance



Scheduling



Basic Math Skills



INTERESTS

- ★ Surfing
- 🥋 Martial Arts
- 👥 Community Service
- 📝 Blogging

STRENGTHS

- ⌚ Patience
- 🏔 Perseverance
- 📅 Planning
- ⚙ Positivity

LANGUAGES



ACHIEVEMENTS

- ★ Achieved 99% accuracy in data entry, reducing errors significantly.
- ★ Streamlined order processing workflows, decreasing fulfillment time by 20%.

PROFESSIONAL SUMMARY

Proficient Order Entry Clerk with 5 years of experience in accurate data input and order management. Adept at resolving discrepancies and maintaining meticulous records, I ensure efficient processing and fulfillment. My strong analytical skills and commitment to customer service drive operational excellence and enhance client satisfaction. Eager to contribute to a results-oriented team.

WORK EXPERIENCE

Order Entry Clerk

📅 May / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Accurately input and process customer orders while ensuring data integrity.
2. Resolve order discrepancies by verifying information with relevant departments.
3. Maintain logs of activities and completed work to support operational transparency.
4. Prepare and organize necessary documentation for order fulfillment.
5. Assist in training new staff on data entry protocols and order management systems.
6. Conduct regular audits of order entries to identify and correct errors.
7. Collaborate with team members to improve order processing efficiency.

Order Entry Clerk

📅 May / 2020-May / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Generate invoices and shipping documents, ensuring accuracy and compliance.
2. Verify and correct billing information to prevent discrepancies.
3. Utilize data management software to track and manage orders efficiently.
4. Communicate with sales and shipping departments to expedite order processes.
5. Maintain comprehensive records of invoices and related documentation.
6. Assist in preparing itemized statements and tracking payments.

EDUCATION

Associate of Applied Science in Business Administration

📅 May / 2019 - May / 2020

City College

📍 Chicago, IL

Focused on developing foundational business skills, including data management and customer service.