

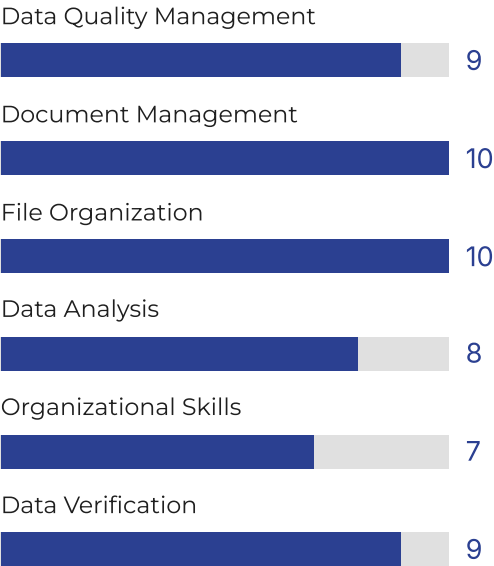


BENJAMIN LEE

Data Entry Assistant/Project Coordinator

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www.qwikresume.com

SKILLS



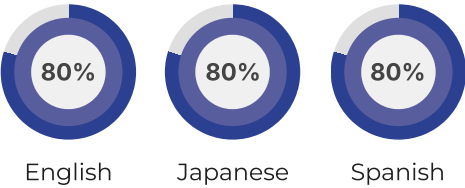
INTERESTS

- DIY Projects
- Crafting
- Meditation
- History

STRENGTHS

- Humility
- Innovation
- Insightfulness
- Integrity

LANGUAGES



ACHIEVEMENTS

- Streamlined data entry processes, reducing input time by 20%.
- Achieved a 98% accuracy rate in data management tasks.

PROFESSIONAL SUMMARY

Driven Data Entry Assistant with two years of experience in data management and project coordination. Expertise in maintaining data accuracy and optimizing processes to enhance productivity. Strong organizational skills and ability to work under pressure, ensuring timely completion of tasks. Passionate about contributing to team success and improving operational workflows.

WORK EXPERIENCE

Data Entry Assistant/Project Coordinator
Quantum Solutions LLC
Mar / 2024-Ongoing
Phoenix, AZ

- Utilize data entry software and tools to enhance productivity and efficiency.
- Collaborated with operations teams to ensure accurate labeling and filing of batch records.
- Entered batch record information into the XMII database with a focus on data integrity.
- Updated laboratory results in the SAPLIMS database accurately and efficiently.
- Conducted document reviews to ensure compliance with FDA regulations and internal policies.
- Created monthly leading measures summary spreadsheets, improving data visibility.
- Managed weekly LIMS paperwork for sample deliveries, ensuring timely processing.

Data Entry Assistant
Cactus Creek Solutions
Mar / 2023-Mar / 2024
Phoenix, AZ

- Processed incoming transactions for non-profit organizations, ensuring accuracy in donor stewardship.
- Sorted and organized mail, verifying that all requests were processed correctly.
- Managed credit/debit files, ensuring timely processing to Town North Bank.
- Adjusted EFT Debit transactions, maintaining accurate customer account records.
- Generated customer listings and activated accounts for monthly statements.
- Conducted end-of-day tape backups, ensuring data security and integrity.

EDUCATION

Associate of Science in Business Administration
Springfield Community College
Mar / 2022 - Mar / 2023
Phoenix, AZ
Focused on data management and project coordination skills.