

Name

Data Entry Operator

- Experience with PC-based software programs, including MS Office applications (Word, Excel and Outlook) and Salesforce
- Trained and experienced on HIPPA / PHI
- Good written and verbal communication skills
- Research skills and ability to manage simultaneous tasks
- Ability to adapt to new computer programs and applications quickly and efficiently
- Self-motivated and able to work independently and as part of a team
- Possesses a reputation for honesty and integrity
- Careful attention to detail

Recent Professional Experience

Various freelance assignments November 2021 - present

Energy Federation, Inc. Southborough, Massachusetts
Contracted e-commerce data entry specialist August 2021 – October 2021

- Edited and updated product listings in e-commerce data sets
- Researched products on manufacturer websites to get accurate specifications
- Matched specifications to required attributes on spreadsheets for each category

University System of New Hampshire, Durham, New Hampshire
Contracted HR Department Administrative Assistant May 2021 – July 2021

United Health Group, Hooksett, New Hampshire
Contracted Enrollment and Eligibility Representative September 2019 - February 2021

- Used careful attention to detail to enter data records from spreadsheets or handwritten forms
- Worked in multiple applications, including Excel and Salesforce, to manage and track cases
- Responsible for preparing, processing and maintaining new member enrollments

Other Experience

[Name of a national nonprofit]
Website developer and marketing manager 2013 – 2017

Created and maintained content in several content management systems