

Jayleen Villamizar

Data Entry Clerk

Profile

Details

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(917) 925-9616

West Side Avenue, Jersey City, NJ 07305

I am a Data Entry Clerk with over 1 year of experience. I have an eye for detail and accuracy, and I pride myself on being able to get the job done quickly and efficiently. I have a strong work ethic, and I am always looking for ways to improve my skills.

Employment History

Data Entry Clerk at Company 1: Data Entry Solutions, NJ

Mar 2022 - Present

- Entered data for 500 customer orders per day on average.
- Made zero errors in data entry over the course of 3 months.
- Perfect attendance for 1 year.
- Trained 2 new data entry clerks.
- Helped develop a new system for organizing data that increased efficiency by 25%.

Data Entry Clerk II at Company 2: Data Entry Services, NJ

Jul 2021 - Jan 2022

- Entered data for over 100,000 invoices per year.
 - Averaged 99.9% accuracy in data entry.
 - Increased efficiency by 10% through process improvements.
 - Trained new employees on data entry procedures.
 - Created and maintained documentation for all processes.
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Education

High School Diploma at Rutgers Preparatory School, Somerset, NJ

Sep 2017 - May 2021

I have learned time management, organisation, how to study effectively and how to manage stress and workload.

Links

[linkedin.com/in/jayleenvillamizar](https://www.linkedin.com/in/jayleenvillamizar)