
Jordan Taylor

Data Entry Specialist

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Austin, TX [LinkedIn](#)

PROFESSIONAL SUMMARY

Detail-oriented Data Entry Specialist with over 5 years of experience in accurately processing and managing large volumes of data. Proficient in data verification, database management, and maintaining data integrity to support business operations.

EXPERIENCE

Senior Data Entry Specialist

2021 - Present

Premier Administrative Solutions

- Processed over 500 data entry records daily with a 99.8% accuracy rate, reducing error-related rework by 25%
- Automated data entry workflows using Excel macros, saving 15 hours per week
- Trained and supervised 4 junior data entry clerks, improving team throughput by 30%
- Managed migration of legacy data to new CRM system, ensuring zero data loss across 10,000+ records

Data Entry Clerk

2019 - 2021

SwiftData Services

- Entered and verified over 100,000 customer records with 99.9% accuracy
- Developed data entry templates that reduced input time by 20%
- Performed regular data audits, identifying and correcting 500+ discrepancies
- Assisted in the implementation of data validation protocols, decreasing rejection rates by 15%

SKILLS

Core Skills: Typing 65 WPM, 10-Key Data Entry, Microsoft Excel, Data Validation, Database Management, Data Cleansing, CRM Software, Data Privacy & Compliance, Attention To Detail, Time Management

EDUCATION

Associate of Applied Science in Office Administration

2018

Austin Community College