

# Tiffany Stanley

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## Professional Summary

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Experienced in accurate data entry, fast typing, spreadsheets, record management, and meeting deadlines. Strong attention to detail, error detection, confidentiality, and keeping information organized and up to date.

## Work Experience

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### Remote Data Entry Clerk

Truezobs | New York, NY  
December 2025 to April 2026

Entered and updated customer information, reviewed records for accuracy, and organized digital files, and completed tasks on time.

## Education

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### High School

Law government justice | New York, NY  
September 2014 to May 2017

## Skills

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Error detection Fast typing Time management

## Certifications and Licenses

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None

## Additional Information

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Authorized to work in the US for any employer