

## DATA ENTRY SPECIALIST | ACCURACY-FOCUSED REMOTE SUPPORT PROFESSIONAL

Accomplished Data Entry Specialist with broad experience handling high-volume structured and semi-structured information across operational, financial and analytical environments. Demonstrates strong analytical review capabilities, metadata organization proficiency & advanced spreadsheet utilization to support data-driven workflows. Instrumental at upholding accuracy within fast-paced remote settings while safeguarding sensitive information and improving information lifecycle efficiency via systematic verification and structured digital documentation practices. Recognized for sustaining precision standards and reinforcing enterprise data governance initiatives.

### AREA OF EXPERTISE

Data Entry & Validation | Data Annotation | Dataset Classification | Structured & Unstructured Data Processing | High-Speed Typing | Data Accuracy | Numeric & Alphanumeric Entry | Claims Data Entry | Spreadsheet Management | Database Administration | File Digitization | Digital Documentation Control | Information Governance | Record Filing | Document Conversion | Formatting & Proofreading | CRM Data Processing | AI Training Data Support | Data Quality Assurance | Compliance & Regulatory Alignment | Batch Processing | Metadata Tagging | Invoice Data Entry

**Technical Skills:** Microsoft Excel (Advanced Functions & Validation) | Google Sheets (Data Structuring & Tracking) | CRM Platforms | Microsoft Word | PDF Editing & OCR Tools | Enterprise Data Systems | ERP Applications | Microsoft Outlook | Basic SQL Queries | Annotation Interfaces | Cloud-Based Collaboration Tools

### CORE COMPETENCIES

- **Data Quality Control & Classification** – Applied structured validation techniques, tagging frameworks and accuracy benchmarks to maintain integrity across large-scale datasets and digital record systems.
- **Spreadsheet Data Structuring & Audit Support** – Designed organized tracking mechanisms, validation checkpoints and reconciliation processes to enhance transparency and maintain consistent digital documentation standards.
- **Regulatory-Compliant Information Handling** – Managed confidential and regulated information within privacy-focused environments, assuring secure processing and audit readiness.
- **High-Volume Digital Processing Operations** – Executed complex information workflows involving structured, semi-structured and image-based content while sustaining productivity targets and minimal error margins.

### CAREER EXPERIENCE

**Experis** Dec 2025 – April 2026

Data Annotations Analyst

- Reinforced machine-learning training accuracy by evaluating and labeling complex text, image, and digital interaction datasets while ensuring strict adherence to quality assurance benchmarks and annotation protocols.
- Revitalized AI dataset reliability by auditing large-scale structured and unstructured information sets, identifying inconsistencies, and applying standardized tagging methodologies to enhance downstream model performance.
- Optimized data preparation workflows by organizing project files within advanced spreadsheet environments, leveraging formula-driven validation and structured tracking systems to maintain dataset integrity and traceability.
- Refined production consistency by conducting detailed content assessments, applying classification taxonomies, and maintaining documentation logs that supported scalable artificial intelligence development initiatives.

**Volunteer Data Entry & Maintenance** Oct 2024 – Nov 2025

Community Projects

- Ameliorated documentation accuracy across community organizations by managing recordkeeping systems, maintaining scheduling databases, and organizing project files for shelters, parks, churches, and medical offices.
- Nourished digital record reliability by entering and updating detailed logs for volunteer activities, equipment usage, and maintenance tracking within centralized electronic documentation systems.
- Braced reporting efficiency by converting paper-based forms into organized electronic formats, applying validation checks to ensure data integrity, consistency and long-term traceability.

- Goodyear Fleet HQ** Jul 2024 – Sept 2024  
Dispatch & Intake Agent
- Guaranteed timely service delivery by setting up and processing high volumes of service tickets, documenting essential details, and coordinating efficient task assignment to drivers, technicians and repair shops.
  - Refined operative finesse and accountability by perpetuating ticket records, validating intake information, and organizing dispatch activities to support service prioritization and follow-up tracking across multiple teams.
  - Strengthened communication channels and slashed service delays by liaising with drivers, technicians and partner facilities, clarifying requirements, and updating system records to make sure consistency of information.
- EK Health Services (Remote)** Aug 2022 – Jun 2024  
Data Entry Specialist
- Improved operational precision by entering and validating claims data into a complex system, ensuring complete compliance with formatting, privacy, and regulatory standards.
  - Elevated processing timelines by proactively identifying data discrepancies, performing necessary corrections, and upholding real-time coordination with internal teams to resolve missing documentation.
  - Transformed digital file organization by indexing claim support materials and streamlining electronic record access for faster internal referencing and case resolution.
- Missouri Higher Education Loan Authority, Missouri (Remote)** Aug 2019 – Jun 2022  
Counselor
- Augmented data entry accuracy by managing high volumes of loan information while adhering to formatting rules, secure handling standards, and organizational entry procedures.
  - Facilitated record reliability by updating client files with decision outcomes, documentation notes, and personal information while strictly observing privacy compliance protocols.
- Walgreens Pharmacy Services Midwest, LLC, Missouri (Remote)** Jul 2016 – Jul 2019  
Centralized Services Specialist II
- Ensured accurate entry of prescription data across digital systems while maintaining confidentiality and supporting remote resolution of high-volume service requests.
  - Upgraded service documentation by logging customer interaction details, prescription statuses and case outcomes with strong attention to detail and compliance alignment.
- Commercial Plumbing, LLC, Northwest Arkansas (On-site/Remote)** Mar 2013 – Jun 2016  
Administrative Assistant/Data Entry/Scheduler
- Supported digital transformation by entering invoice data, scheduling details, and maintenance records into internal platforms with emphasis on completeness and classification consistency.
  - Amplified clerical productivity by inputting call logs, job details and scheduling notes into CRM systems, enabling real-time updates and smoother coordination.
- Ecopack, Springdale/Siloam Springs** Jun 2008 – Feb 2013  
Team Lead Supervisor
- Sustained reliable internal reporting by entering shift logs, production summaries, and team feedback into centralized tracking systems to support workforce planning.
  - Heightened training documentation by inputting onboarding data, checklist completions, and procedural updates while ensuring confidentiality and accurate historical recordkeeping.
- NextUse, Rogers, AR (Remote/On-site)** Apr 2003 – May 2008  
Technician/Data Entry Specialist
- Transformed back-end operations by maintaining precise records of asset inspections, part usage, and service tickets within internal data systems.
  - Enabled better data visibility by entering device diagnostics and test results into spreadsheets, allowing team leads to analyze trends and schedule follow-up tasks.

## EDUCATION

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**High School Diploma | June 2004**  
Pea Ridge High School, Pea Ridge, AR