Mialani Essert

Data Entry Operator

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📍 1234 Elm Street, Wichita, KS 67212

EDUCATION

Diploma in Data Entry and Office Administration at Wichita Technical Institute, Wichita, KS
Sep 2017 - May 2022
Relevant Coursework: Data Entry, Office Administration, Microsoft Office Suite, Document Management, Spreadsheet Creation and Management, Database Management, Records Management, Business Communication, and Time Management.

LINKS

linkedin.com/in/mialaniessert

SKILLS

Touch-typing

Spreadsheet proficiency

Database management

Optical Character Recognition (OCR)

Microsoft Excel

Google Sheets

Data validation

LANGUAGES

English

Hindi

HOBBIES

Calligraphy
Photography

PROFILE

Detail-oriented and highly organized Data Entry Operator with 1 year of experience in efficiently and accurately inputting data across various industries. Proficient in using multiple software platforms and databases, with excellent typing speed and a keen eye for detail. Strong ability to manage time effectively, prioritize tasks, and deliver high-quality results in fast-paced environments. Seeking opportunities to leverage data entry skills to contribute to company success and enhance professional growth.

EMPLOYMENT HISTORY

Data Entry Operator at Keycentrix LLC, KS
May 2023 - Present

- Successfully processed over 10,000 data entries per month, maintaining an error rate below 0.5%, ensuring accurate and timely information for Keycentrix LLC's clients and internal teams.
- Streamlined data entry processes by identifying inefficiencies and implementing improvements, resulting in a 15% increase in productivity and reducing the average time spent on each entry by 20%.
- Trained and mentored four new Data Entry Operators, enabling them to achieve a minimum of 95% accuracy within their first month and contributing to the overall efficiency and effectiveness of the team.
- Collaborated with the IT department to develop and implement a new data entry software, which reduced manual efforts by 30% and improved overall data quality and consistency across the company.

Junior Data Entry Operator at Cerebral Staffing LLC, KS
Aug 2022 - Mar 2023

- Successfully processed and entered over 10,000 data records per week with a 99.5% accuracy rate, ensuring the timely and efficient completion of client projects.
- Streamlined data entry processes by implementing new software tools, reducing entry time by 25% and increasing overall productivity of the team.
- Assisted in training and onboarding of three new data entry operators, contributing to a 15% increase in team output and improved overall data quality.

CERTIFICATES

Certified Data Entry Operator (CDEO)
Feb 2022

International Association of Administrative Professionals (IAAP) Certified Administrative Professional with a specialization in Office Management
Mar 2020

MEMBERSHIPS

International Association of Administrative Professionals (IAAP)

National Association of Professional Women (NAPW)

[Data Entry Operator Example Test](#)

Mike Jess

Data Entry Operator Example Test:

This book delves into Data Entry Operator Example Test. Data Entry Operator Example Test is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Data Entry Operator Example Test, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

   - Chapter 1: Introduction to Data Entry Operator Example Test
   - Chapter 2: Essential Elements of Data Entry Operator Example Test
   - Chapter 3: Data Entry Operator Example Test in Everyday Life
   - Chapter 4: Data Entry Operator Example Test in Specific Contexts
   - Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Data Entry Operator Example Test. The first chapter will explore what Data Entry Operator Example Test is, why Data Entry Operator Example Test is vital, and how to effectively learn about Data Entry Operator Example Test.
3. In chapter 2, this book will delve into the foundational concepts of Data Entry Operator Example Test. This chapter will elucidate the essential principles that must be understood to grasp Data Entry Operator Example Test in its entirety.
4. In chapter 3, this book will examine the practical applications of Data Entry Operator Example Test in daily life. This chapter will showcase real-world examples of how Data Entry Operator Example Test can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Data Entry Operator Example Test in specific contexts. This chapter will explore how Data Entry Operator Example Test is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Data Entry Operator Example Test. This chapter will summarize the key points that have been discussed throughout the book.
   The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Data Entry Operator Example Test.

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Data Entry Operator Example Test Introduction

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web press the on off button fig 1 or one of the function selector buttons fig 2 for a brief period of time to turn on the mmi system press and hold the on off button until the mmi is turned off to turn off the mmi system if the mmi system was manually shut off the previous time it was used it will not turn on when the ignition is turned on

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select restore factory settings the process takes a few minutes if you select everything

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