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| John Doe | | |
| Summary  Detail-oriented and highly organized individual seeking to leverage data entry skills in a dynamic environment. Proficient in data management and committed to maintaining accuracy and efficiency.  Work Experience  **Data Entry Intern Jan 2023 – Present**  ABC Corporation Springfield, IL   * Inputted and maintained data for over 500 customer records with 98% accuracy. * Assisted in organizing digital files and improving data retrieval processes.   **Administrative Assistant Jun 2022 – Dec 2022**  XYZ Services Springfield, IL   * Performed data entry tasks for client invoices and reports. * Supported office operations through effective scheduling and communication.   Education Associate Degree Jan 2022 *Springfield Community College**Springfield, IL* | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Data Entry  Microsoft Excel  Attention to Detail  Time Management  Basic Data Analysis  Typing Speed 60 WPM  Customer Service  Problem-Solving |