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| John Doe |
| SummaryDetail-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.

EducationAssociate Degree Jan 2022*Springfield Community College**Springfield, IL* | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsData EntryMicrosoft ExcelAttention to DetailTime ManagementBasic Data AnalysisTyping Speed 60 WPMCustomer ServiceProblem-Solving |