SHAWN WHITE

Data Entry Operator

PERSONAL INFORMATION

📞 (000) 000-0000

✉ email@example.com

👤 Baltimore, MD 21201

KEY SKILLS

- Document digitization
- Legal file maintenance
- Microsoft Excel and Access
- OCR tools and scanning systems
- Records version control
- Typing: 85 WPM
- Workflow process improvement

CERTIFICATIONS

- Data Entry Speed Certification, Typing Institute of America | March 2018

ABOUT ME

Detail-focused Data Entry Operator with 6 years of experience managing financial and legal records for mid-size companies. Proven ability to improve data workflows and enforce quality checks that protect business integrity. Comfortable working in fast-paced, deadline-driven environments with a strong emphasis on record security and accuracy.

PROFESSIONAL EXPERIENCE

Data Entry Operator

Hamilton Trust & Legal | Baltimore, MD | July 2019 - Present

- Maintains 100% error-free transcription of 2,000+ legal records per month in client database under tight turnaround times
- Initiated nightly batch audits that uncovered misfiled case notes, improving retrieval time by 50% for the litigation team
- Reduced redundant document scanning by developing a version control index used by four departments

Data Clerk

Sanderson Partners | Baltimore, MD | September 2017 - June 2019

- Digitized over 12,000 financial and payroll documents, preserving full historical accuracy across multiple filing systems
- Flagged inconsistencies in pension data that helped correct $38,000 in reporting errors
- Partnered with IT to design a tagging system for faster document classification and user access

EDUCATION

Bachelor of Arts (B.A.) in English

Towson University, Towson, MD | May 2017