Denise Carter

Data Entry Clerk
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SUMMARY

Data entry clerk with 3 years of experience in medical billing and logistics, processing up to 400 records a day in Excel and proprietary database systems with a 99.6% accuracy rate. Comfortable with high-volume, deadline-driven entry and spotting errors before they reach billing or shipping.

EXPERIENCE

Data Entry Clerk — Meridian Medical Billing

Tulsa, OK · Feb 2023 – Present

- Enter an average of 400 patient billing records a day into the practice management system, maintaining a 99.6% accuracy rate audited monthly.
- Caught 60 duplicate patient entries over the past year by cross-checking insurance ID numbers before submission, preventing claim rejections.
- Processed a backlog of 3,200 unfiled claims within 6 weeks by working an extra hour of entry a day, clearing it ahead of the quarterly audit.
- Trained 2 new hires on the practice management system's entry fields and shortcut keys, cutting their ramp-up time from 3 weeks to 10 days.

Warehouse Data Entry Clerk — Crestline Freight Solutions

Tulsa, OK · Jun 2021 – Jan 2023

- Entered inbound shipment details for 150-200 pallets a day into a warehouse management system, keeping error rates under 0.5%.
- Reconciled scanned inventory counts against system records weekly, resolving an average of 25 discrepancies before they affected order fulfillment.
- Updated customer contact and billing information across 1,800 accounts during a system migration, with zero records flagged for correction after go-live.

SKILLS

Entry: 10-key by touch (12,000 KSPH), typing (75 WPM), double-entry verification

Software: Microsoft Excel (VLOOKUP, data validation), Microsoft Access, QuickBooks

Systems: Practice management software, warehouse management systems (WMS), CRM data entry

Quality: Error auditing, duplicate detection, deadline management

EDUCATION

Diploma, Tulsa Memorial High School, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.