

# MORGAN KLEIN



## DATA ENTRY SPECIALIST

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### SUMMARY

Independent and detail-oriented Data Entry Specialist with over 4 years of experience and strong understanding the value of results-driven service and teamwork.

### SKILLS

- Word Processing (90 WPM)
- Accounts Payable (A/P) and Receivable (A/R)
- Purchasing, Shipping and Receiving Operations
- Data Entry and Order Processing
- MS Office
- Attention to Detail
- Clerical Skills
- Time Management
- Multi-tasking
- Database management

### CONTACT INFO

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Website: www.resumesbot.com

### EXPERIENCE

#### Data Entry Clerk

Colensky Engineering Consultancy, 2017-2019

- Entered new invoices into the system
- Transferred data from paper formats into computer files or database systems using keyboards, data recorders and optical scanners
- Worked closely with internal departments to resolve all payment issues
- Collected all appropriate fees from clients
- Resolved any delivery issues, delays, damages, and customer complaints in regards to shipping and receiving

#### Data Entry Specialist

Lopelski Builders, Inc., 2013-2017

- Entered data from source documents into prescribed computer database, files and forms
- Performed regular backups to ensure data preservation
- Prepared documents for scanning and scanned high volumes of paper on internal systems
- Resolved customer inquiries on order/inventory status
- Sent invoices to Warehouse team to create order and invoice receipts

### EDUCATION SUMMARY

#### University of Lovelstye

Master's in Project Engineering | June 2014