**James J. Slane**

2220 Sigley Road

Fort Worth, KS 76102

Phone: 785-570-9004

Email: jjslane@anymail.com

**Career Objective:**

To get a data entry analyst position at “Fair Technologies,” and utilize my analytical skills to evaluate the accuracy, readability, and relevance of the collected data with the requirements of the organization.

**Summary of Skills:**

* Excellent knowledge of MS Word, Excel, PowerPoint, Outlook, and Access
* Expert in typing and working with database management system
* Ability to interact and communicate effectively with colleagues, management, and clients
* Strong respect toward cultural differences at workplace and high ethic
* Ability to sit, talk, hear, and use both hands and arms continuously
* Capable of lifting and moving 40 pounds of weights
* Excellent eyesight and attention to detail

**Work Experience:**

Data Entry Analyst

Privyzon, Fort Worth, KS

September 2013 - Present

* Evaluating the collection, transformation, and uploading system of business data
* Reviewing and maintaining integrity of database and updating sourced data
* Planning and implementing standard operating procedures
* Providing formal training to the data entry staff
* Resolving billing issues by visiting client's offices and general interaction
* Filtering data before uploading on the database system

Data Entry Analyst

Fair Finance Group, Fort Worth, KS

April 2012 - August 2013

* Collected and verified data for relevancy with clients' requirements
* Presented compiled data in prescribed format for easy interpretation
* Assigned data entry work to and monitored performance of operators
* Ensured data quality are genuine and relevant to the project
* Used several analytical tools for assuring quality and completeness of data
* Planned and configured the data entry system of the department

**Education:**

* Bachelor's Degree in Arts  
  Frontier University, Fort Worth, KS  
  2011

**Reference:**

On request.