

Luis Ortega

DATA ENTRY ASSISTANT

📍 Albuquerque, NM 📞 (505) 555-0167 ✉️ luis.ortega@email.com 🌐 linkedin.com/in/luisortega

Summary

Data entry assistant with 2 years of office experience, most recently entering caregiver visit records, client intake forms and payroll data for a home health agency. Uses data entry software, Excel and Outlook to key 250+ records a day and meet weekly payroll deadlines. Bilingual in English and Spanish, with strong time management across overlapping due dates.

Skills

- Data Entry • Data Entry Software • Excel • Word • Outlook • Microsoft Office • Typing (55 WPM) • Spanish
- Time Management • Attention to Detail

Experience

Data Entry Assistant

10/2025 - Present

Desert Sun Home Health

Albuquerque, NM

Home care agency with 180 caregivers and 450 clients.

- Process **250+** caregiver visit records a day in the scheduling and data entry software from app exports and paper forms.
- Verify visit times against client schedules, catching 40 billing and payroll errors a month before each payroll run.
- Update 30 new client intake files a week with insurance, physician and emergency contact details.
- Compile a weekly Excel payroll summary for 180 caregivers and send it to the payroll team through Outlook by Monday noon.

Office Assistant (Part-Time)

01/2024 - 09/2025

Nob Hill Family Dentistry

Albuquerque, NM

Dental practice with 3 dentists.

- Scanned **300** patient forms a week into the practice software and indexed each by patient and visit date.
- Entered insurance details for 25 new patients a week and checked eligibility before the first visit.
- Confirmed 120 appointments a week by phone and text in English and Spanish, cutting no-shows by 15%.
- Filed lab slips, referrals and signed consent forms daily in Microsoft Office folders and paper charts.

Education

Associate of Applied Science

05/2025

Central New Mexico Community College

Albuquerque, NM

Business Administration

Certificates

Microsoft Office Specialist: Word Associate

12/2024

Microsoft