Jasmine Patel

DATA ENTRY OPERATOR

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SUMMARY

Data entry operator with 3 years in high-volume document processing, keying insurance applications, claims forms and utility service orders. Averages 12,500 keystrokes per hour at 99.8% accuracy with close attention to detail, works independently on night shift quotas and uses data entry software, Excel and MS Office to verify, correct and export batches on time.

SKILLS

Other Skills: Data Entry, Data Entry Software, Typing, 10-Key, MS Office, Excel, Word, Data Verification, Accuracy, Attention to Detail

EXPERIENCE

Data Entry Operator

07/2024 - Present

First Coast Document Solutions

Jacksonville, FL

Forms processing center handling work for 12 insurance clients.

- Process **900+** insurance forms a shift in the data entry software, using typing and 10-key entry at 12,500 keystrokes per hour.
- Run data verification on double-keyed fields against scanned images, holding 99.8% accuracy on weekly quality audits.
- Complete 100% of nightly batch quotas before the 6 a.m. client export, 15 months in a row without a missed file.
- Train 3 new operators on keying rules, image queues and exception codes during their first month.

Data Entry Clerk (Temporary)

09/2023 - 06/2024

Riverside Staffing Group

Jacksonville, FL

Placed with a municipal utility during a billing system change.

- Entered **400** meter readings and service orders a day into the utility's billing system during the conversion.
- Cleaned up 8,000 duplicate customer records in Excel ahead of the system migration, merging account history for each.
- Scanned and indexed 1,500 paper work orders a month into the document archive by account and service date.
- Checked account numbers and addresses on every order against customer files and logged exceptions in a Word report.

EDUCATION

High School Diploma

06/2023

Sandalwood High School

Jacksonville, FL

CERTIFICATES

Office Specialist Certificate

Florida State College at Jacksonville

05/2024