# Rachel Kowalski

REMOTE DATA ENTRY CLERK

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## Summary

Data entry clerk with five years of insurance claims keying, returning to work after a career break from 05/2019 to the present to raise two children. Typing at 72 WPM with 98% accuracy, 10-key by touch and daily work in Microsoft Excel, Microsoft Word and Google Sheets. Works remotely from a quiet home office.

## Skills

- Data Entry
- Typing (72 WPM)
- 10-Key
- Microsoft Excel
- Microsoft Word
- Google Sheets
- Data Verification
- Records Management
- Attention to Detail
- Work Independently

## Experience

**Full-Time Parent (Career Break)** 05/2019 - Present

Career Break Columbus, OH

*Planned break to care for two children; kept records skills in use through school volunteer work and an Excel course.*

- Maintain enrollment and dues records for a **180**-family elementary PTO in Google Sheets, reconciling payments every month.
- Entered 1,200 book fair orders over three years with zero billing disputes, checking every total against receipts.
- Earned the Microsoft Office Specialist Excel certification in 09/2026 after practicing lookups, pivot tables and data validation.
- Compile the school directory each fall for 420 students, matching every entry to its signed parent form.

**Data Entry Clerk** 06/2014 - 04/2019

Buckeye Mutual Insurance Group Columbus, OH

*Claims operations team for a regional auto and home insurer.*

- Keyed an average of **350** claim forms per day into the claims system with a 99.6% audit accuracy rate.
- Performed data verification on policy numbers, loss dates and payee details, cutting returned claims by 30% in one year.
- Scanned and indexed 2,000+ paper files a month into the document system, following records retention guidelines.
- Flagged duplicate and incomplete submissions to adjusters by Outlook, clearing a 4,000-item backlog in six weeks.

## Education

**Associate of Applied Science** 05/2014

Columbus State Community College Columbus, OH

Business Management

## Certificates

**Microsoft Office Specialist: Excel Associate**

Microsoft

09/2026