**Alice E. Sheaffer**

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**Professional Summary:**

Highly professional and dedicated data entry supervisor with a strong experience in coordinating and supervising data entry staff, and ensuring timely completion of projects. Possess good computer knowledge as well as fast typing, business writing, multitasking and time management skills to successfully manage multiple projects of the organization, and achieve superior results.

**Summary of Skills:**

* Solid leadership and management skills to train and provide guidance to data entry clerks or operators
* Strong knowledge of data entry processes and techniques and database management applications
* Excellent working knowledge of computer, and typing speed
* Ability to learn and adapt to new data entry software and work individually
* Ability to handle multiple data entry tasks simultaneously and within strict deadlines
* Superior motivational and communication skills to increase staff performance
* Excellent time-management, organizational, and task assigning skills
* Excellent eyesight to identify and correct errors, and overseeing team's work

**Work Experience:**

Data Entry Supervisor

Kalitta Ricoh Group, Chicago, IL

February 2016 - Present

* Hiring, training, assigning work, and supervising employees
* Interpreting data entry projects and providing detailed information to employees
* Providing feedback to employees, and evaluating their performances
* Coordinating with departmental heads and scheduling time for data entry work
* Gathering and analyzing accuracy of data, before inputting or entering into the company's database
* Providing recommendation to the management for making suitable changes in data entry applications
* Approving and auditing data with source documents as well as maintaining logs of activities and completed work
* Identifying and correcting spelling, grammatical, and numerical mistakes in data
* Maintaining confidentiality of data and ensuring regular back-ups
* Ensuring data entry staff understand and follow necessary policies and regulations of the company.

Data Entry Operator

Dream-Line Inc., Chicago, IL

April 2014 - January 2016

* Supported payroll operations of the organization by performing data entry and clerical tasks in a suitable manner and in line with company's policies, procedures, and standards
* Collected, and sorted data from various sources and ensured they are current
* Verified accuracy and completeness of large amount of numerical and text-based data by comparing them with the source documents
* Communicated with HR and management teams to add and update employees' information to the master file
* Planned, developed, and implemented data entry processes and procedures
* Maintained confidentiality of sensitive information with strong passwords
* Identified problems with the database management systems, and recommended apt changes

Data Entry Assistant

James City Public Schools, Chicago, IL

September 2012 - March 2014

* Performed data entry for school's syllabus, admission procedures, training manuals, and promotional brochures
* Made additions, deletions and changes to the student records in the school's database software and ensured accuracy of the input data
* Maintained electronic files on every purchase and payment made by the school
* Obtained additional information for incomplete documents or folders of the students as well as resolved discrepancies in the data
* Updated, complied, and maintained student grades as well as posted test scores

**Education:**

* High School Diploma   
  Curie Metropolitan High School, Chicago, IL  
  2011

**Certifications:**

* Certified Data Entry Specialist  
  Moraine Valley Community College, Chicago, IL   
  2012

**Reference:**

On request.