

Blake Allen

Data Entry Clerk

Columbus, OH 43215

(614) 555-9098

blake.allen@email.com

LinkedIn | Portfolio

Data entry clerk with five years of experience in health care and insurance administration. Skilled in fast, accurate data input, document management, and digital filing systems. Known for reducing processing errors and improving data workflows.

Professional Experience

Data Entry Clerk

MediTrust Billing Services | Columbus, OH

January 2021 - Present

- Enters and verifies over 500 medical claims per week, maintaining a 99.7% accuracy rate
- Identified patterns in rejected claims and proposed new input validation rules, cutting denials by 18%
- Trained two new team members on billing system best practices and daily workflow procedures

Office Assistant

Global Insurance Co. | Dublin, OH

July 2017 - December 2020

- Processed client applications, policy changes, and correspondence with a daily volume of 100+ records
- Converted 10 years of paper archives into digital files, increasing retrieval efficiency by 63%
- Created batch reports to help flag missing fields and improve submission quality across departments

Education

Associate of Science (A.S.) Office Technology May 2017

Columbus State Community College, Columbus, OH

Key Skills

- **Billing software** - Expert
- **Data entry speed** - Proficient
- **Document control** - Competent
- **Quality assurance** - Amateur
- **Records indexing** - Beginner

Certifications

Certified Data Entry Specialist (CDES)

IACET | 2019

HIPAA Compliance Training

MedCerts | 2020