



DESIRAE BEACH

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 405-215-7760

 Moore, OK

PROFESSIONAL SUMMARY

Data Entry Specialist with 2 years of experience in maintaining high accuracy and confidentiality in data management. Demonstrates exceptional problem-solving, organizational skills, and ensuring efficient task completion. Proven ability to enhance productivity and customer satisfaction through effective communication and teamwork with a positive attitude.

SKILLS

- Data Entry
- Effective Communication
- Efficient Multitasking
- Deadline Adherence
- Customer Service
- Flexible Schedule
- Time management
- Adaptability
- Problem-solving abilities
- Computer literacy
- Organizational skills
- Decision-making
- Computer Skills
- Good Communication
- Positive Attitude
- Teamwork and Coordination

EDUCATION

Norman North High School

Norman, OK • 2013 - 2017

High School Diploma

Moore Norman Technology Center

Norman, OK • 2015 - 2016

Certificate

WORK HISTORY

U.S. Monitoring Inc - Operator/Data Entry Specialist

Oklahoma City, OK • December 2021 - April 2024

- Enhanced data accuracy by meticulously reviewing and correcting errors in spreadsheets and databases.
- Maintained strict confidentiality of sensitive client information, ensuring compliance with industry regulations and company policies.
- Contributed to process improvement initiatives by suggesting ways to optimize data entry tasks for optimal productivity.
- Completed data entry tasks with accuracy and efficiency.
- Updated and maintained customer information, documents and records.
- Used computer software to store and retrieve data.
- Checked for accuracy by verifying data and records.
- Followed data entry protocols, rules and regulations.
- Managed and organized documents for data entry tasks.
- Enhanced customer satisfaction by efficiently handling incoming calls and addressing inquiries.
- Managed multi-line phone system, expertly navigating between calls while maintaining a friendly demeanor.
- Addressed customer inquiries promptly, resulting in increased efficiency of overall call management process.

Oklahoma Kind Connection - Receptionist/Sales

Moore, OK • March 2021 - December 2021

- Enhanced customer satisfaction by promptly addressing inquiries and providing accurate information.
- Streamlined front desk operations for increased efficiency by effectively managing phone calls, emails, and walk-in clients.
- Increased customer retention rates through exceptional communication skills and problem-solving abilities.
- Demonstrated strong multitasking abilities while managing numerous tasks simultaneously under tight deadlines.
- Cultivated positive relationships with clients through professional demeanor and excellent interpersonal skills.

- Kept reception area clean and neat to give visitors positive first impression.
- Answered phone promptly and directed incoming calls to correct offices.
- Responded to inquiries from callers seeking information.

High Society - Manager/Sales

Warr Acres, OK • January 2020 - March 2021

- boosted team productivity by delegating tasks and setting priorities, enhancing overnight operations.
- Conducted regular safety audits, promptly addressing hazards to ensure a secure work environment.
- Implemented efficient stocking and inventory processes, optimizing store operations and presentation.
- Collaborated with daytime management for seamless shift transitions, maintaining operational consistency.
- Addressed customer concerns promptly, providing exceptional service and improving satisfaction overnight.
- Implemented strategic inventory management processes, enhancing merchandise presentation and driving sales growth in a competitive retail environment.

CSL Plasma - Receptionist

Oklahoma City, OK • May 2019 - January 2020

- Enhanced customer satisfaction by promptly addressing inquiries and providing accurate information.
- Streamlined front desk operations for increased efficiency by effectively managing phone calls, emails, and walk-in clients.
- Maintained a well-organized reception area with updated materials, contributing to a welcoming environment for visitors.
- Operated telephone system to answer and direct high volume of calls.
- Organized, maintained and updated information in computer databases.
- Welcomed customers with friendly greeting, answered general questions, gathered nature of visit and directed to specific offices.
- Assisted with on boarding new clients and securing paperwork completion.
- Maintained confidentiality of information regarding clients and company.
- Corresponded with clients through email, telephone, or postal mail.
- Confirmed appointments, communicated with clients, and updated client records.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Handled sensitive information with discretion while maintaining strict confidentiality standards.