JULIAN MERCER

DATA ENTRY CLERK

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PROFESSIONAL SUMMARY

Data Entry Clerk with 3+ years entering, validating, and reconciling shipment and billing records for logistics teams. Maintains 99%+ accuracy at high volume, uses spreadsheet checks to catch errors early, and documents procedures so teammates can repeat quality results.

PROFESSIONAL EXPERIENCE

Data Entry Clerk Feb 2025 - Present
UPS, Atlanta, GA

- Entered 900+ shipment and billing records per day into internal systems with a 99.6% accuracy rate verified by weekly audits.
- Validated addresses, weights, and account codes against source documents, flagging mismatches that prevented repeat billing disputes.
- Built Excel lookup sheets and duplicate checks that cut re-entry corrections by 35% across a team of nine clerks.
- Reconciled daily batch totals with supervisors and closed discrepancies within the same shift 95% of the time, logging each cause in a shared sheet.
- Documented step-by-step entry procedures with screenshots for common exceptions, helping two new clerks reach full speed within three weeks.
- Took over weekly accuracy reporting for the nine-clerk team, giving the supervisor a clear view of error types and trends.
- Spot-checked 50 records per clerk each week and shared error patterns in a short huddle, lifting team accuracy from 98.9% to 99.4%.

Data Entry Associate Feb 2023 - Jan 2025

- Keyed 600+ shipment and billing records per shift as a new associate, reaching 99% accuracy within the first two months.
- Matched delivery receipts to billing entries daily and flagged missing signatures before invoices were released to customers.
- Indexed and renamed scanned proof-of-delivery files with a standard convention, making shipment records searchable in seconds.
- Completed data privacy and security training and handled customer account details under strict access rules, with no privacy findings in quarterly audits.
- Corrected about 60 account-code errors a week from the billing team's queue, cutting repeat adjustments for the same customers.
- Cross-trained on the billing-adjustments queue, processing routine corrections without added supervisor review.
- Supported month-end billing close by reconciling open shipment entries against carrier reports, clearing mismatches before the deadline.

CORE SKILLS

Data entry | Data validation | Excel | Google Sheets | Record reconciliation | Document indexing | Typing accuracy | Quality checks | ERP systems | Confidential data handling | Attention to detail | File organization | Batch processing | Procedure documentation

EDUCATION

Associate Degree in Information Systems, Georgia State University Perimeter College, Atlanta, GA

CERTIFICATIONS

Microsoft Excel Associate | Certified Data Entry Specialist