

STEVEN DUMAS JR

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Professional Summary

Detail-oriented data entry and management specialist with three years of experience dedicated to enhancing operational efficiency and data accuracy. Demonstrated expertise in maintaining data integrity, supported by a strong focus on meticulous attention to detail. Recognized for reliability and adaptability, with proven skills in data processing and database management. Committed to upholding high standards and ensuring production integrity through rigorous inspections and continuous process improvements with the ability to relocate.

Skills

- Strong attention to detail
- Punctuality
- Data processing
- Fast typing speed
- Database management
- Proofreading
- Visual inspection
- Inspections and reviews
- Quality control coordination
- Quality control
- Organization
- Document scanning
- Identifying errors
- Error detection
- Efficient packing
- Product inspection
- Documentation skills

Work History

Data Entry Specialist, 03/2023 to 05/2026

Credico – Chicago, IL

- Entered and updated data in internal databases with high accuracy and attention to detail.
- Conducted regular audits of data entries to identify discrepancies and ensure consistency.
- Utilized spreadsheet software to organize and analyze data for reporting purposes.
- Assisted in developing efficient data entry processes, improving overall workflow speed.
- Collaborated with team members to troubleshoot data-related issues and enhance system usage.
- Maintained confidentiality of sensitive information during data handling procedures.
- Organized, sorted, and checked input data against original documents.

- Sort documents and maintained organized filing process.
- Verified entered data against source documents to maintain consistency across multiple platforms within the organization.
- Entered data into various computer systems accurately using Microsoft Office Suite.

Quality Control Technician, 01/2022 to 03/2023

Winpak – Steger, IL

- Operated packaging machinery, ensuring proper functioning and adherence to safety protocols.
- Reduced registration errors significantly by implementing thorough quality control measures.
- Maintained cleanliness and organization of work area to meet health standards.
- Conducted quality checks on packaged items to ensure compliance with specifications.
- Monitored inventory levels of packaging materials, reporting shortages promptly.

Packer, 04/2021 to 01/2022

Sam's Club – Matteson, Illinois

- Ensured timely completion of orders through effective time management and multitasking skills.
- Completed all assigned tasks promptly, adhering to strict deadlines while maintaining high-quality workmanship.
- Inspected items to identify discrepancies and damages and reported to supervisor.
- Reduced errors in shipments by carefully inspecting packages for quality and accuracy.
- Assisted supervisors with projects as needed, showcasing versatility and commitment to overall team success.

Education

High School Diploma: 05/2021

Crete-Monee High School - Crete, IL

Associate of Applied Science

Prairie State College - Chicago Heights, Illinois