

K◇B

KAREN BOREN

Survey Data Entry Specialist



909-516-9133



karenboren@gmail.com



Chicago, IL

Education

Bachelor of Arts in Communications

2016 - 2020

University of Chicago – Chicago, IL

Skills

Typing Speed: 75 WPM 

Advanced proficiency in Microsoft Excel and Google Sheets 

Experience with data entry software (SurveyMonkey, Qualtrics) 

Data verification and quality assurance 

Strong organizational and time management skills 

Excellent attention to detail 

Data processing and cleaning 

Basic knowledge of statistics and research analysis 

Professional summary

Detail-oriented and efficient Survey Data Entry Specialist with over 5 years of experience entering, processing, and verifying survey data for companies across multiple industries. Seeking to leverage my expertise in data accuracy and research support to contribute to the team at Survey Solutions, Inc. in Chicago.

Experience

Research Insights Group

Chicago, IL

MarketView Analytics

June 2020 - February 2022

Chicago, IL

Survey Data Entry Specialist

- Input survey responses from online and phone-based surveys into company databases.
- Clean and verify survey data for consistency and accuracy before processing for analysis.
- Assist the research team in organizing and categorizing data for client reports.
- Use Microsoft Excel to create reports summarizing data patterns and trends.
- Collaborate with cross-functional teams to improve survey methodologies and ensure data quality.

Data Entry Clerk (Survey Projects)

- Processed and entered survey data from a variety of client projects, ensuring timely delivery.
- Used specialized software like Qualtrics and Google Forms to compile survey responses.
- Conducted regular data quality checks to identify errors and inconsistencies, correcting them before submission.
- Collaborated with data analysts to prepare datasets for advanced statistical analysis.