

ANDERS TURGEON

Data Entry Clerk 

FRENCH and ENGLISH

Montreal, Quebec | 514-994-7014 |

anders.turgeon@gmail.com

PROFILE

Bilingual (French/English) data entry clerk with more than two years of experience in the capture, validation and quality control of confidential data. Recognized for its accuracy, rigor and efficiency, with a strong ability to follow established procedures. Comfortable working independently in structured environments requiring confidentiality and respect for deadlines.

SKILLS

Technical skills

- Entering and updating data in computerized systems
- Checking for accuracy, correcting errors and maintaining confidentiality
- Scanning, filing and organizing documents
- Microsoft Office: Word, Excel (filters, basic formulas), Outlook

Personal skills

- Excellent attention to detail and thoroughness
- Organization, autonomy and time management
- Reliability, consistency and adherence to procedures
- Ability to work effectively in a team environment

EDUCATION

Attestation of Collegial Studies (A.E.C.) Social Media Management

CDI COLLEGE, Montreal
2026

University Certificate in Professional Writing

UNIVERSITY OF MONTREAL, Montreal
2015

PROFESSIONAL EXPERIENCE

Exam Invigilator 2024 – present

HEC MONTREAL, Montreal

- Preparation of the rooms according to established protocols.
- Proctoring exams and maintaining academic integrity.

Medical Billing Agent 2022 – 2024

FACTURATION.NET, Montreal

- Analysis, verification and capture of confidential medical data.
- Data entry and validation in internal software.
- Transmission of invoices to the RAMQ in accordance with standards.

Inventory clerk 2021 – 2022

WIS INTERNATIONAL (anc. RGIS CANADA), Montréal

- Scanning and entering barcodes in various retail stores.