Portfolio: Data Entry & Document Formatting

This document showcases sample tasks for data entry, Excel formatting, and document cleanup. These examples demonstrate speed, accuracy, and clean presentation style.

Sample 1: PDF to Excel Conversion

Task: Extracted information from a scanned PDF and entered it into a structured Excel sheet.
Tools used: Adobe Acrobat, Microsoft Excel

Example Table:

Name	Email	Phone Number
Alice Johnson	alice.johnson@email.com	+1 312-456-7890
Brian Smith	brian.smith@email.com	+1 212-987-6543
Diana Prince	diana.prince@email.com	+1 646-765-4321

Sample 2: Document Cleanup & Formatting

Task: Reformatted a messy Word document by adjusting fonts, spacing, headers, and alignment to improve readability and professionalism.
Tools used: Microsoft Word

Before cleanup:

> *this is a sample text that had inconsistent formatting   random spacing, and no headers.*

After cleanup:

This is a sample text that had inconsistent formatting, random spacing, and no headers. The final version was cleaned, styled, and aligned according to standard document structure.