

DULCE HALTER

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Professional Summary

Detail-oriented professional with experience in data management, documentation, and quality verification. Skilled in accurately entering, reviewing, and maintaining information, with strong attention to detail and organizational skills. Proficient in Microsoft Excel, Word, Outlook, PDF review tools, and database systems. Proven ability to manage multiple tasks, maintain data integrity, and meet tight deadlines in fast-paced environments.

Core Skills

- Data entry, verification, and recordkeeping
 - Advanced Microsoft Excel (formulas, data sorting, tables, pivot tables)
 - Database management (FileMaker and similar systems)
 - Document review and proofreading
 - Spreadsheet and office software proficiency (Word, Outlook)
 - Quality assurance and accuracy checks
 - File organization and workflow coordination
 - Time management and multitasking
 - Confidentiality and professionalism
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Work Experience

Quality Assurance Technician – CL&D Graphics Promach

Waukesha, WI | July 2020 – Present

- Entered and maintained accurate records of packaging artwork inspections and approvals.
- Verified and cross-checked labels, barcodes, nutrition panels, and regulatory text for accuracy.

- Maintained detailed documentation and tracked revisions in internal databases.
- Coordinated updates and changes with design and production teams to ensure data integrity.
- Utilized Microsoft Excel to track inspection results, generate reports, and monitor project status.

Media Technician – HM Product Solutions

Waukesha, WI | September 2018 – July 2020

- Managed data entry for software duplication orders, including variable data setup.
- Maintained production records, monitored job progress, and logged completion data.
- Reviewed proofs and final products, documenting errors and corrective actions.
- Assisted in organizing work requests, supply orders, and production schedules.
- Created and maintained Excel spreadsheets to track jobs, inventory, and completion status.

Quality Control Technician – HM Product Solutions

Waukesha, WI | July 2015 – 2018

- Recorded inspection results in FileMaker database and tracked approvals/rejections.
- Generated reports using Excel to monitor trends in quality and compliance.
- Participated in audits and maintained accurate inspection documentation.

Production Worker – Next Level Staffing / HM Product Solutions

Waukesha, WI | December 2012 – July 2015

- Entered and tracked inventory and product assembly data according to instructions.
- Maintained organized records of completed kits and production logs.

Education

Associate Degree in IT Network Specialist – Waukesha County Technical College, 2018–2019

Bachelor of Secondary Education (General Science) – San Pedro College, Philippines, March 2003