

Objective

Data Control Clerk with 5 years of experience in performing several functions related to recording, formatting and safeguarding data. Gathering data from different sources & compile it in a systematic order.

Skills

Effective Communication Skills, Data Management, MS Office.

Work Experience

Data Control Clerk

ABC Corporation - 2000 – 2002

- Verified data for accuracy, authenticity & entered into computer system.
- Compiled, processed daily medical records & formatted them in graphs & tables.
- Maintained hard & soft copies of patients medical record in easy to retrieve manner.
- Performed data entry & quality analysis and updated them time to time.
- Provided identify & batch numbers to electronic medical records.
- Compiled statistical reports & maintained perfect database records.
- Collected data on multiple physician offices and generated reports for offices.

Data Control Clerk

ABC Corporation - 1996 – 1999

- Dept., bondsmen, lawyers, etc.
- Assisted staff and customers within the Judicial system.
- Screen and process customer freight bill invoices per customers procedures prior to data entry.
- Responsible for the input of data for processing, perform data entry operations, collect and control management information systems output data for .
- Made proper distribution of reports.
- Responsible for editing all documents prior to data entry into the computer system, made data control tapes of all completed data, .
- Worked Civil Service as a Data Transcriber/Verifier from 1977-1979 at Fort Knox, where was responsible for entering data for the Directorate of .

Education

BS - 2013(Strayer University - Chamblee, GA)