OLIVIA SMITH

Data Coordinator

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PROFESSIONAL SUMMARY

A results-oriented Data Coordinator with 2 years of experience in managing and analyzing data to enhance operational efficiency. My expertise includes streamlining data workflows, ensuring accuracy, and maintaining compliance across various systems. I am passionate about utilizing my analytical skills to drive data integrity and support informed decision-making within a collaborative team environment.

WORK EXPERIENCE

Data Coordinator/Analyst
Maple Leaf Consulting

📅 Jan / 2024-Ongoing
📍 Toronto, ON

1. Assembled and organized reports from various data sources, ensuring accurate and timely retrieval of patient records.
2. Delivered medical records and reports to appropriate departments while adhering to compliance standards.
3. Updated and maintained the master patient index, enhancing data integrity and retrieval processes.
4. Acted as a liaison for customers seeking assistance with locating records, providing exceptional customer service.
5. Managed general clerical responsibilities, including data entry and monitoring of medical records systems.
6. Supported patient record requests, ensuring compliance with regulations regarding information release.
7. Collaborated effectively with team members to enhance data management processes and achieve departmental goals.

Data Coordinator
Silver Lake Enterprises

📅 Jan / 2023-Jan / 2024
📍 Seattle, WA
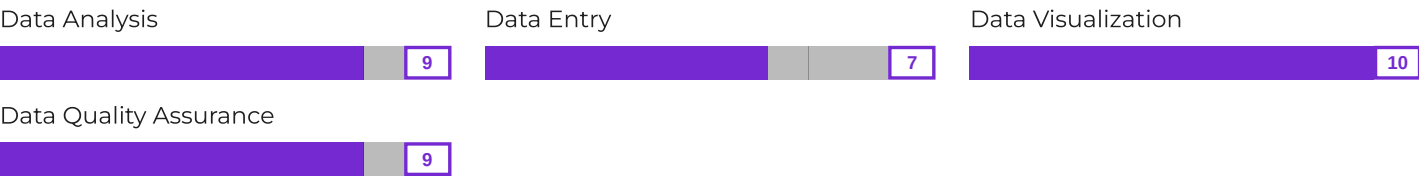
1. Processed and audited incoming documents, ensuring accuracy and compliance in client data management.
2. Verified paperwork and escalated discrepancies, maintaining high standards of data integrity.
3. Managed the creation and closure of client accounts, ensuring efficient onboarding processes.
4. Monitored data queues, completing service tickets and facilitating effective client communication.
5. Navigated various software applications to support data management and reporting tasks.

EDUCATION

Bachelor of Science in Data Management
State University

📅 Jan / 2022-Jan / 2023
📍 Santa Monica, CA

Focused on data analysis, management principles, and information systems.

SKILLS

Data Analysis	Data Entry	Data Visualization
9	7	10

Data Quality Assurance
9

ACHIEVEMENTS

⭐ Successfully improved data accuracy by 15% through rigorous auditing and validation processes.

⭐ Streamlined the data entry process, reducing turnaround time by 20% and enhancing overall efficiency.