ROBERT SMITH

Data Entry Specialist/ Team Lead

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Over 10 years experience in successfully performing a number of data entry and clerical tasks. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills, strong desire to work hard, and perform well.

EXPERIENCE

Data Entry Specialist/ Team Lead

ABC Corporation - DECEMBER 2004 – JANUARY 2016

- Performed data entry for a bank requiring zero errors to fix the largest home foreclosure crisis in the country.
- Performed quality control over indexed databases of digitized documents and provided final departmental approval on data sent to clients.
- Created statistical analysis of coder performance as the basis for reviews.
- Wrote online manuals for coder training per spec sheets, direct experience, and client clarification.
- Performed bibliographic indexing of digitized document collections for litigation and intext indexing for business support projects per contract specifications on behalf of law firms, multinational corporations, and government agencies.
- Prepared weekly report, correspondence, equipment orders, and other documents.
- Responsible for reading, analyzing and distributing, as appropriate, electronic mail, levying task and suspense dates within the organization.

Data Entry

ABC Corporation - DECEMBER 2002 – DECEMBER 2004

- Performed bibliographic indexing of document collections for litigation and business support per client specifications.
- Participated in workflow team meetings to discuss indexing production issues and workplace policies.
- Produced 24 language reference sheet for indexing foreign language documents.
- Assisted in various fundraising and community service projects for boy scouts.
- Data entry project for the assistant treasurer, pulling contract dates from approx.
- Prepared source data for computer entry by compiling and sorting information; establishing entry priorities.

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- Organized forms, made photocopies, filed records, and prepare correspondence and reports.

EDUCATION

- BS in Social Science (Option in Science, Technology & Society Program, industrial Chemistry) - (Michigan Technological University - Houghton, MI)High School Diploma in Basic - August 2010(North Salinas High School - Salinas, CA)

SKILLS

Data Entry, Quality Control