ROBERT SMITH

Corporate Data Entry Operator

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SUMMARY

I have 19 years of experience, including as a Data Entry Operator, as a Mixing/Oven Operator and as a Clerical in industries including Business Services and Food Stores. Most recently, I have been working as a Data Entry Operator at Sourcecorp from November 2003 to February 2012. My skills and experiences include: Dos, Medical Terminology.

SKILLS

Typing 50 Wpm, Word Processing, Excel, Powerpoint, Communication Skills, Customer Service.

WORK EXPERIENCE

Corporate Data Entry Operator

Datamark, Inc - June 2016 – 2019

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Maintains operations by following policies and procedures; reporting needed changes.

Data Entry Operator

NJ DOL/Office Of Asbestos Control & Licensing - 2011 – 2016

- Responsibilities Prepare source data for entry by opening/sorting mail and make copies of asbestos notification forms and checks for asbestos removal.
- Answer phones and transfer calls to appropriate personnel.
- Perform routine data entry or other office support duties, including faxing, sorting, distributing, or filing documents.
- Process violations issued by state inspector for license and permit holders who have violated rules and regulations under the Asbestos Control &Licensing Act.
- Updates database to reflect company violations that have been paid in full, dismissed or closed due to settlement conferences.

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- Research licensing and permit database to advice asbestos supervisors and workers the status of their application and answer all other inquiries.
- Enter and update information for license renewal of asbestos contractors..

SCHOLASTICS

- BS in Business - 2012(Penn foster - Scottsdale, AZ)

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