

Robert Smith

Data Entry Operator

PERSONAL STATEMENT

Professional Data Entry Operator with 4.5 years of experience. Seeking to bring my typing, office and customer service skills to this position.

WORK EXPERIENCE

Data Entry Operator

ABC Corporation - December 2008 - May 2013

Responsibilities:

- Data Entry Operator for the central station of an alarm company.
- Processed new and existing accounts for commercial and residential external customers.
- Worked on national commercial accounts including new client projects.
- Created account numbers and account shells for internal customers.
- Terminated accounts Processed, scanned/faxed and printed excel spreadsheets Answered and transferred phone calls of internal and external customers.
- Received and sent emails with internal customers Reconciled and assigned work assignments to coworkers Trained new hires and temporary workers.
- Organized and mailed out letters to different branches for external customer address updates.

Data Entry Operator

ABC Corporation - 2004 - 2008

Responsibilities:

- Supervisor Mr.
- Michael Traylor (540) 891-4154) Okay to contact this Supervisor Yes Daily duties answer telephone calls and route the calls to the appropriate personnel; managed personnel time sheets, invoices, purchase orders, entering data for employee payroll and accounts payable submission.
- Assisted Office Manager in verifying new employee data entered in database and submitted data for the home office databases.
- Efficiently used the Automated Data System for payroll and accounts payable.
- Ensured data was updated and changes for payroll and accounts payable were entered and submitted.
- Responsible for ensuring invoices were sent and submitted through the ADP system.
- Verified and ensured accounts were paid and updated..

Education

Liberal Arts - 2001(Montgomery County Community College - Blue Bell, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Data Entry, Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)