

ROBERT SMITH

Data Integrity Analyst

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SUMMARY

Having several years of data entry and customer service experience. Interested in helping others and growing with a business. Enjoy working in an office setting and plan to continue my education by working in medical coding and billing.

SKILLS

Inventory Management, Data Entry, Customer Service, Microsoft Programs.

WORK EXPERIENCE

Data Integrity Analyst

ABC Corporation - October 2011 – October 2013

- Supervisor of 7 individuals and was responsible for scheduling tasks and Quality Assurance.
- Responsible for a large amount of data entry using an online database and Microsoft Office Suite.
- Maintained contact with clients and also provide excellent customer service to our customers, including price quotes and managing accounts.
- Organization and multitasking were key.
- Organized an efficient filing system for record-keeping.
- Analyzed security price variations daily to provide accounting details for large clients.
- Identified data and procedural inaccuracies and resolved them in consultation with managers and data providers.

Data Integrity Analyst

Delta Corporation - 2008 – 2011

- Examine patient records in the old Med-Series 4 system and to find possible duplicates in the new Cerner system, and to .
- Resolved hundreds of duplicate records, assisting in the transition from MS4 to Cerner.
- Skills Used Typing, 10-key, some knowledge of the healthcare industry and the Adventist Health employee health insurance system.
- Used Information Systems to manage patient medical record numbers and information.
- Researched pricing fluctuations in security markets while managing client relationships; used SQL to decrease variability in data.
- Analyzed security price variations daily to provide accounting details for large clients.
- Identified data and procedural inaccuracies and resolved them in consultation with managers and data providers.

SCHOLASTICS

- High School Diploma - 2004(Charles D Owen High School - Black Mountain, NC)