

Robert Smith

Data Integrity Analyst

PERSONAL STATEMENT

Desires career opportunity with strong personal motivation utilizing skills in Administration, Accounting, Division Order, Marketing, and Computer fields.

WORK EXPERIENCE

Data Integrity Analyst

ABC Corporation - April 2000 - September 2005

Responsibilities:

- Consisted of maintaining/monitoring deals in GMS utilizing ALTRA/ETM parallel entry into ETM System.
- Responsible for check and balance of 600mil+ Oil and Gas Marketing database system with ONEOK.
- Run check and balance of deals in ALTRA/ETM.
- Ensured confirmation/Exhibit As are issued in a timely manner.
- Maintained accurate pipeline data for utilization by traders and schedulers.
- Worked with traders and schedulers ensuring all pipes/meters are coded properly for pathing.
- Worked within the Contract Administration Department analyzing and updating client data on a daily basis.

Data Integrity Analyst

Delta Corporation - 1995 - 2000

Responsibilities:

- Processing o Corrected and updated interest of accounts o Distributed refunds to members living and deceased Created new distribution logs to track .
- Provide daily support of trading process with regard to data and pricing requirements for high profile clients.
- Assisted retail locations with issues concerning products scanning improperly and with new item setup for retail locations and online ordering system .
- Ensure collection, handling, and analyzing of chemical and biological data with particular concern for data integrity.
- Lead scientist for training discovery scientist on internal and external systems.
- Contributed to the development and documentation for learning activities.
- Accountable for accuracy and quality or own work and for the support of large number of other users.

Education

Diploma - September 1980(Tulsa Junior College - Tulsa, OK)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Electronic Medical
Records systems (IDX,
HBOC, Allscripts).

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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