

# ROBERT SMITH

## Data Integrity Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Seeks to join a company that has the same approach to providing customer service and continually maintain the highest level of integrity both personal and professional. Desire to work with a team and provide the best leadership by leading by example.

### CORE COMPETENCIES

Microsoft Word, Microsoft Excel, Sibelius, Data Entry.

### PROFESSIONAL EXPERIENCE

#### Data Integrity Analyst

**ABC Corporation - May 1999 – August 1999**

#### Key Deliverables:

- Verified the integrity of data on a broad range of devices used in telecommunications networks as well as familiarity with network design principles and standard equipment methodologies.
- Applications engineering for voice (ISDN and non-ISDN) services, signaling systems for voice services, and narrow-band to broad-band telecommunications service Define and document the architecture of individual network elements for the specification of logic for network equipment databases.
- Applied rule sets for the allocation of available equipment capacity to various service applications to ensure maximum equipment diversity in services provisioning on the Network.
- Assigned and unassigned dedicated and facility circuits to equipment and Sonet rings.
- Investigated and corrected equipment and Sonet ring double assignments and disconnects.
- Worked with engineering, provisioning, and transport engineering to ensure data accuracy.
- Trained and mentored new employees on system applications, processes, and procedures.

#### Data Integrity Analyst

**Delta Corporation - 1998 – 1999**

#### Key Deliverables:

- Responsibilities/Achievements Audited outside processors Established inventory ordering procedures Oversaw annual physical inventories Ensured .
- Educating beneficiaries about insurance requirements for procedures through Tricare insurance Providing excellent customer service Follow-up on .
- Knowledge of coding and insurance verification for claims purposes Researching medical records for appropriate claim processing for insurance .

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- Above average number of appeals resolved monthly Skills Used Review of medical appeals Use of many systems.
- Assisted with the collection, production and timely delivery of Customer level sales data for Executive Management and Field Sales Assisted with the .
- Data Integrity Analyst Create, develop, and maintain operational and proactive tools for across business segments utilizing Microsoft Access, .
- Create, develop, maintain databases and analysis for companywide reporting on business performance, sales, costs, carrier performance, production and .

### EDUCATION

Bachelor Of Science In Finance, Marketing & Psychology - (Roger Williams University, Gabelli School Of Business - Bristol, RI)

