Data Integrity Specialist/Analyst

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Data Integrity Specialist to play a vital role in the digital transformation of our organization. Supporting various initiatives, this individual will be primarily responsible for the integrity of business data to be used in both new and legacy systems.

Skills

Data Integrity, Customer Service.

Work Experience

Data Integrity Specialist/Analyst

Mercy Medical Center - 2015 – 2019

- Performed research and monitoring of electronic files within the insurance, mortgage, and banking industry.
- An understanding of mortgage escrow accounts and homeowners insurance.
- Applied efficient and effective data integrity support in administering escrow payment disbursement.
- Performed Daily Billing Edits, Daily Cancellation Reports, and requests in the Follow-Up Databases.
- Provided clients with accurate and timely loan status information by verifying, updating, and researching loan insurance information.
- Worked in conjunction with the Co-Trak and AS400 applications.
- Worked intermediately with Excel, Outlook, and other MS Office products.

Data Integrity Specialist

ABC Corporation - 2014 – 2015

- Ensured the accuracy of client records/data in Siebel & SAP databases.
- Collaborated on database cleanup efforts prior to incorporation of new data into existing systems.
- Worked with the SAP implementation team to customize the program to specific needs, and trained coworkers internally and at offsite locations on the finished product.
- Standardized records for the US Army Corp of Engineers and other large organizations and government agencies to reflect consistent naming conventions and proper acronyms.
- Connected all subsidiary records together to reflect hierarchical relationship within each organization or agency.
- 215.290.3872.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate in Program for Legal Secretary - 2006(Career Point Institute - San Antonio, TX)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines