Robert Smith

Data Management I

CONTACT DETAILS

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PERSONAL STATEMENT

Experienced Data management professional. Successfully delivered multiple data management systems reducing costs of overhead and improving reliability.

WORK EXPERIENCE

Data Management I

ABC Corporation - July 2008 – September 2009

Responsibilities:

- Worked as security for the entire plant, working both employee gate and truck gate.
- Handled each truck that comes to the gate getting each order number and verifying with the schedule.
- Processed every bill that goes through accounting including bulk, package, and railcars.
- Proper paperwork included MSDS and Certificate of Analysis from the proper batch on every product shipped.
- Coded and grouped for all types of records, Development of skill sets to effectively use official coding resources, Medical necessity policies.
- Analyzed and reporting functions related to health information, Chargemaster, Revenue Cycle.
- Reviewed of operational and management requirements of coding/data quality service areas, Compliance and quality programs related to coding.

Data Management

ABC Corporation - 2006 – 2008

Responsibilities:

- Data Management Interaction with program managers and designers to ensure compliance and accuracy of design files.
- Job role functioned on automotive responsibilities for GM accounts.
- Imported drawing files in Teamcenter to release tools to GM.
- Performed Teamcenter tasks including material processing, structural management, importing UG files, creating datasets, releasing tools, and changing the ownership of a tool.
- Completed TDO requests using Unigraphics NX and sent those by using GM Covisint.
- Self - starter with the ability to resolve issues and deliver results.
- Knowledge of PLM Systems to release tools for KUKA..

Education

SKILLS

Customer Service Skills, Database Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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