ROBERT SMITH

Data Operator

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SUMMARY

A creative, critical, and curious young professional with the ability to energize individuals and organizations to be the best they can possibly be.

CORE COMPETENCIES

Computer Programming, Web Programming, Javascript.

PROFESSIONAL EXPERIENCE

Data Operator

ABC Corporation - 2011 – 2019

Key Deliverables:

- Data analysis Network security Quality Control Operating heavy machinery Manufacturing a supply line of personal banking.
- Entree the volume of data in the system; coding information; resolving processing problems.
- Generate reports, store complete work in designated locations, and perform backup operations.
- Verified data from a variety of source material before input.
- Responsible for data entry to produce city-wide reports.
- Aided in policy data collection and processing Facilitated claim processes by reviewing claims Collected and organized claim data to get reimbursed.
- Answered phones and entered data from company reps into the computer system.

Data Operator

Delta Corporation - 2006 – 2011

Key Deliverables:

- Contain but not limited to; Data analysis Network security Quality Control Operating heavy machinery Manufacturing a supply line of personal banking.
- Have worked with Medusind Solutions as a Client Service Representative.
- Typing, filing, entering invoices for charge accounts, answering phone, price sheets, sending out monthly bills.
- Entree the volume of data in the system; coding information; resolving processing problems.
- Generate report, store complete work in designated locations and perform backup operations Verify data from a variety of source material before input.
- Responsible for data entry to produce city-wide reports.
- Answered phones and entered data from company reps into the computer system.

EDUCATION

Certificate in Accounting (Bookkeeping) - (Ventura Technology Development Center - Ventura, CA)