

ROBERT SMITH

Data Processor & Instructor

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

SUMMARY

Organized and efficient Data Processor with 29 years in office administration, data organization, proofreading, database management and word processing. Data Processor accomplished at transposing large amounts of data with accuracy and speed. Highly organized and detail-oriented. I also have 5+ years experience in Assisted Living environment. I presently do payroll, accounts receivable, and choices billing for an assisted living.

CORE COMPETENCIES

Customer/Client Focused Administration/Bookkeeping Performance driven/ Results-oriented
Microsoft Packages Time Management/Multi-tasking Type 45WPM.

PROFESSIONAL EXPERIENCE

Data Processor & Instructor

Data Processing/Payroll - June 1987 – 2019

Key Deliverables:

- Entered numerical data into databases in a timely and accurate manner.
- Reviewed medical records for completeness and filed records in alphabetic and numeric order.
- Organized forms, made photocopies, filed records and prepared correspondence and reports.
- Added new material to file records and created new records.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
- Compiled quarterly budget reports, financial spreadsheets and organizational charts to improve office organization.
- Recorded and filed employee benefit, salary and annual evaluation information.

Data Processor

ABC Corporation - 1986 – 1987

Key Deliverables:

- Key check amounts, dates, account numbers, invoice numbers and other information per customer requests and or instructions.
- Key a minimum of 14,000 keystrokes Ensure accurate and timely processing Enters alphanumeric data from a variety of sources, including paper-based, electronic and phone into a computer database.
- Records and verifies simple to moderately complex data.
- Corrects errors according to standard procedures.
- May handle minor problems but refers more difficult problems to manager for resolution.

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- Utilize BancTec OSA system, BancTecs 9500 application and CICS to perform data entry functions including MICR, OCR, Data Entry, AKS, AKSV, and Interactive Balancing and to research Customer Account numbers.
- Possesses the ability to key at an accuracy rate of 98.50%, position Customer checks and remittance documents to ensure proper posting of Customer payments..

EDUCATION

- High School Diploma in Accounting/Business - (Trousdale County High School - Hartsville, TN)