

ROBERT SMITH

Underwriter/Data Processor

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Currently seeking a mid-level position. Preferably in a department that appreciates Data Entry skills as well as shipping and receiving skills.

SKILLS

Administration, Customer Service, Analytical Data, Microsoft Office, AS400, JD Edwards, Warehousing.

WORK EXPERIENCE

Underwriter/Data Processor

ABC Corporation - January 2014 – July 2014

- Handled the tasks of effectively gathering and organizing information before entering it into the multiple databases utilized by the company.
- Performed the tasks of processing, maintaining, and controlling the inventory supply data.
- Responsible for processing orders, billings, invoices and warehouse workload requests in an organized and timely manner.
- Effectively utilized multiple programs such as JDE One World, AS400, RFGen servers, as well as WMS (Warehouse Management System) all at once to ensure proper workload outputs, invoicing over 80 routes a night, as well as process multiple time sensitive reports and inquiries.
- Executed multiple troubleshooting errors while 3 of our 5 systems were down.
- Skills Used Data Entry, Cut - throat decision making, accounting, IT trouble shooting.
- `#{job_description7}`

DATA PROCESSOR

ABC Corporation - 2013 – 2014

- 1301, GS 7-9 EQUIVALENT) OTI NAVAL OCEANOGRAPHIC OFFICE Stennis Space Center, MS Process and convert Physical Oceanographic data from multiple sources and instruments Data instruments included XBTs, CTDs and Profiling floats.
- Data sources included but were not limited to NAVOCEANO platform, NAVY ships, and external sources including foreign assets, worked with data up to and including SECERT level.
- Responsible for assigning initial security codes to data.
- Performed quality control of physical oceanographic data using, graphical and command line tools including NOPDES to quality control and edit physical oceanographic data.
- Task required an understanding of oceanographic data, quality control concepts, and methodology.
- Performed processing, quality control, and editing of real-time and historical data.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Aa in Business Management - 2010(UEI - El Monte, CA)