

Robert Smith

Application Data Processor

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

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.

SKILLS

Customer Service Skills,
Type 60 Wpm, Team
Building.

WORK EXPERIENCE

Application Data Processor

ABC Corporation - October 2007 - May 2009

Responsibilities:

- Responsible for researching, compiling, analyzing and reporting various operational data from multiple sources.
- Worked various products such as loans and lines including business accounts Worked foreclosures, Pre-foreclosure and bankruptcy accounts.
- Conducted training for new processors and assisted processors with questions and problems.
- Researched lien position, tax information, and title to determine equity.
- Ordered appraisals on both business and residential brokers price opinions.
- Worked with both bankrupt and foreclosure accounts.
- Party Case Index in order to update customers intentions and status while in Analyzed information and made important decisions on accounts.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Data Processor

ABC Corporation - 2002 - 2007

Responsibilities:

- Thorough knowledge and experience with the operation of all office machines.
- Typed 40 WPM accurately, and 10 key by touch.
- Installed anti-virus software on all office computers.
- Updated Microsoft Excel file data daily to reflect status changes.
- Recruited and spearheaded the on-boarding of new hires.
- Took up the slack in the payroll department during a large employee absence and accomplished month end payouts.
- Skills Used Inventory Management Recordkeeping Customer/Client Relations Teamwork Data Entry 10 Key by Touch Type 40 WPM.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Diploma