

# ROBERT SMITH

## Data Processor/Administrative Support

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

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### SUMMARY

I am a hardworking, fast learning, friendly, young lady who enjoys working and interacting with various types of people on a daily basis. I take the initiative and enjoy going above and beyond when working on a project and while at work. I also have a very keen eye for detail and absolutely love working in a business environment where I can interact with people on a daily basis.

### CORE COMPETENCIES

Microsoft Office.

### PROFESSIONAL EXPERIENCE

#### Data Processor/Administrative Support

ABC Corporation - June 2014 – August 2014

#### Key Deliverables:

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Secures information by completing data base backups.
- Maintains customer confidence and protects operations by keeping information confidential.

#### Data Processor

ABC Corporation - 2009 – 2014

#### Key Deliverables:

- Collecting, searching and archiving products data; - Preparing reports and making service recommendations based upon database - Develop the relationship with customer, expand site service business.
- Technician report review.
- Sourcing and qualifying opportunities with customer currently not served.
- Assisting the BD to develop service business, ensure all the necessary data is captured.

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- Contribute ideas to development of business plans and working with service managers to develop content for business expansion.
- Provide consultative support to field service teams.
- Assist with office IT issues as well as develop IT program/projects..

### EDUCATION

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Chemistry - (University of HoustonDowntown - Houston, TX)

