

# Robert Smith

## *Data Processor/Research Assistant*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goals.

### **SKILLS**

Microsoft Office Suite,  
Zoho CRM System.

### **WORK EXPERIENCE**

#### ***Data Processor/Research Assistant***

**ABC Corporation - November 2013 - January 2014**

##### *Responsibilities:*

- Checked source documents for accuracy Verified data and correct data where necessary.
- Obtained further information for incomplete documents.
- Entered data from source documents into prescribed computer database, files and forms.
- Transcribed information into required electronic format.
- Stored completed documents in designated locations.
- Responded to requests for information and access relevant files.
- Complied data with integrity and security policies.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Data Processor***

**ABC Corporation - 2009 - 2013**

##### *Responsibilities:*

- Assembled and organized multiple sets of agricultural data that was imported from various sources (internet, digital maps, flash drives, and CDs).
- Complied and presented data to the customer or end user.
- Extensively used proprietary computer software and data collection methods.
- Achievements- Originally hired as an intern and, after approximately two months, promoted to full time.
- Skills Computer - Proficient in multiple areas, including data entry, word processing, and spreadsheets.
- Have experience with some proprietary computer programs (SSToolbox, etc.).
- Equipment- Experienced with multiple types of equipment including farm machinery, vehicles, forklifts, machine shop equipment, and office equipment..

### **REFERENCES**

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

### **Education**

Diploma in General Studies - (Dominguez High School)