

Robert Smith

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Data Processor Technician

SUMMARY

Throughout my career, my focus has centered on my demonstrated ability to provide exceptional support and service for a broad range of staff and clients. I'm a committed and motivated administrative professional with excellent client-relation and decision-making skills combined with a strong work ethic, professional demeanor and great initiative. I've made it my priority to continue to update my current skills set in addition to learning new skills that serve to improve my knowledge and functionality.

SKILLS

Photography, Animal Handling, Adobe Photoshop, Customer Service, Sanitation/Harsh Chemical Handling, Cleaning, Microsoft Excel.

WORK EXPERIENCE

Data Processor Technician

ABC Corporation - October 2006 - June 2009

- Update medical information for new and existing clients to include face sheets, treatment plans, service tickets and group logs.
- Manage high call volume; accurately input patient data into application system.
- Maintain on-site and off-site medical records.
- Schedule appointments and conference rooms for Case Management staff.
- Transmit correspondence and process medical records request.
- Provide full administrative support including filing and maintenance of office equipment.
- Act as primary point of contact for all technical-related issues.

Data Processor

ABC Corporation - 2003 - 2006

- 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..

EDUCATION

Economics - (Northwestern University - Chicago, IL)