

# Data Processor/Claims Examiner

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Motivated, proactive individual seeking a position in Data Entry where my recent education in my present position as well as over 10 years of customer service experience will be utilized for the benefit of the company.

### Skills

Customer Service, Transcription, Data Processing, Data Entry, Typing, Receptionist, Call Center, Medical Records, Money Handling, Office Applications, Office Equipment.

### Work Experience

#### Data Processor/Claims Examiner

**West Riviera Elementary School** - September 2014 - 2019

- Responsible for data collection activities to collect and accurately input data in a timely fashion.
- Prepares required reports such as class lists, master teaching schedules, student schedules, grade reports, teacher listings, student listings, etc., as assigned.
- Prepares data-monitoring reports for teachers, school administrators and District departments as assigned.
- Assists with establishing appropriate data collection procedures for required data, including student and instructor data.
- Prepares error correction reports and enters corrected data.
- Maintains a working knowledge of data entry screens, report capabilities of the system and school computer equipment.
- Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the Districts Mission Statement.

#### Data Processor

**ABC Corporation** - 2009 - 2014

- Read through loss draft estimates that insurance companies send to mortgagor and house inspector in Field Sync program.
- Helped develop motivational techniques for coworkers to improve productivity.
- Transfer damages data from estimate to Core Logic program template.
- View photos taken by inspector of damages and assess if the damages reported in photographs are accurate to the percentage of damages repaired that are listed on the signature sheet with the mortgagor/contractor and inspector.
- Return orders if the percent of damages listed on the signature sheet does not coincide the damages repaired featured in the photographs.
- In returning the order go through the estimate and document what damages/repairs that were listed and not documented via photograph.
- Assessed occupied orders that inspector makes notes on documenting damages in Field Sync program, and transfer data to the Core Logic program template..

## Education

Diploma - (Florida Atlantic University - Boca Raton, FL)