

ROBERT SMITH

Data Processor

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SUMMARY

Highly self- motivated professional with excellent record of accomplishments throughout career: Conducting inside-sales, Data Entry, Customer Service, call center. Demonstrate history of successful sales support and client interaction, while providing high-quality guidance and effective issue resolution, while managing multiple projects.

SKILLS

Microsoft Office 2000 and XP, SMS Pro, and Hobart Software, Ricoh Printer, Medical Terminology, and Clerical Duties.

WORK EXPERIENCE

Data Processor

ABC Corporation - November 2011 – December 2012

- Review and check applications and supporting documents keying and processing utility bills, and Taxes.
- Reconstructing and balancing checks and stubs for payment submission remotely keying to other sites in different states.
- Red Cross processing contributions and mailroom duties.
- Provided necessary backup for Data Entry and Mail Opening functions as required, not to interfere with Exceptions deadlines.
- Responsible for managing and logging incoming exceptions mail, bank documents, and daily holdover.
- Distributed, collected, bundled and directed payments for completion to Image Processing.
- Monitored and processed for same day timeline transactions to ensure adequate and sequential processing procedures were maintained.

DATA PROCESSOR

ABC Corporation - 2007 – 2011

- 1301, GS 7-9 EQUIVALENT) OTI NAVAL OCEANOGRAPHIC OFFICE Stennis Space Center, MS Process and convert Physical Oceanographic data from multiple sources and instruments Data instruments included XBTs, CTDs and Profiling floats.
- Data sources included but were not limited to NAVOCEANO platform, NAVY ships, and external sources including foreign assets, worked with data up to and including SECERT level.
- Responsible for assigning initial security codes to data.
- Performed quality control of physical oceanographic data using, graphical and command line tools including NOPDES to quality control and edit physical oceanographic data.
- Task required an understanding of oceanographic data, quality control concepts, and methodology.
- Performed processing, quality control, and editing of real-time and historical data.

- Real-time data was being utilized 24/7 into NAVOCEANO modeling efforts..

SCHOLASTICS

- High School Diploma - (Curtis High School - Staten Island, NY)