

Data Transcriber/Coordinator

ROBERT SMITH

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Alabama.

Objective

A challenging position which will effectively utilize advancement in a business career. A detailed oriented person that will do more than what the job requires, by being self-efficient & organized.

Skills

</div>Fast Typing Speed, High Levels of Concentration.</div>

Work Experience

Data Transcriber/Coordinator

ABC Corporation - March 2013 - June 2013

- Able to transcribe and enter taxpayers's information accurately and efficiently Maintaining a certain percentage of accuracy and speed per company.
- Reviewed documents for specific requirements necessary for processing.
- Processed current year and/or prior year individual and/or business returns and related information.
- Brought documents into compliance with the required format or initiate action to obtain or clarify information not otherwise available.
- Reviewed Forms W-2 attached to Forms 1040EZ and 1040 PC for conditions meeting Criminal Investigation criteria and code the returns appropriately.
- Interpreted taxpayer's intent from available data and complete the document in the required format.
- Prepared documents for scanning by detaching Forms W-2, correspondence, unnecessary schedules, etc.

Data Transcriber

Delta Corporation - 2010 - 2013

- From the returns; removes staples and paper clips; and makes necessary repairs to ensure documents are scannable.
- Perform original entry, character identification, and/or data validation functions.
- Butler Ave Fresno, CA 93727 United States.
- Salary 14.75 USD Per Hour Hours per week 40 Series 0356 Pay Plan GS Grade 4 This a time-limited appointment or temporary promotion Data Transcriber (This is a federal job)Duties, Accomplishments and Related Skills Review documents for specific requirements necessary for processing.
- Processes current year and/or prior year individual and/or business returns and related information.
- Bring documents into compliance with the required format or initiate action to obtain or clarify information not otherwise available.
- Identify and review Forms W-2 attached to Forms 1040EZ and 1040 PC for conditions meeting Criminal Investigation criteria and code the returns appropriately.

Education

Certificate in Medical Billing & Coding - (Fresno City College - Fresno, CA)