ROBERT SMITH

Document Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Responsible for tracking and coordinating all final documents and for keeping track of final document collection for all investors and clearing the deficiencies on those final documents.

CORE COMPETENCIES

Microsoft Office, Accounting Skills, Time Management Skills.

PROFESSIONAL EXPERIENCE

Document Analyst

ABC Corporation - 2000 – 2001

Key Deliverables:

- Developed and maintained a database of ticket orders, travel agency activity, emergency orders, shipping information, and other sales information.
- Created a new financial management CD-ROM for travel agents.
- Increased and streamlined the on-line marketing efforts with the shipping department and accreditation to make sure all the components necessary to submit this as a legal document for auditors.
- Reorganized and Implemented policies, procedures and marketing of the first financial management product for the carriers.
- Attempted to resolve database error messages before cases are completed; properly documenting issues, noting processing difficulties and identifying cases that need follow-up or resolution.
- Coordinated workflow with the Document Analyst Manager to ensure organizational needs are met in a timely fashion.
- Complied with established office procedures, maintaining confidentiality and protecting the privacy and security of all federal sentencing documents and confidential court documents received.

Document Analyst

Delta Corporation - 2002 – 2003

Key Deliverables:

- Scanning and shelving documents in a fast paced environment.
- Helped attorneys shape their U.S.
- Supreme Court and federal appellate court petitions and briefs to comply with court rules and match formatting standards for excellent presentation .
- Create hospital "print on demand" and "fillable" PDF forms Manage hospital forms (Saved hospital over $25 annually Manage policies & procedures .

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- support to the manager and departmental staff to include desktop publishing and 2D graphics for all technical documentation and business .
- Also responsible for issuing and control of company personnel security badges, key cards, and quality assurance stamps; conducting security .
- Montreal Canada 1995, October to 1997, April (pre-clinical contract research organization, renamed to CTBR, info www.ctbr.com, acquired by Charles .

EDUCATION

MBA in International Business - (Trinity University - Washington, DC)

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