ROBERT SMITH

Document Technician

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A results-oriented administrator with solid experience in the development and implementation of policies and procedures to ensure sound fiscal management.

AUGUST 2004 – OCTOBER 2006

DOCUMENT TECHNICIAN - ABC CORPORATION

- Responsible for updating and maintaining the case management and correspondence tracking system for the records section.
- Entered data on cases, investigations, and other matters into the Accutrac system accurately and timely.
- Prepared and distributed standard reports for systems on a schedule determined by management and was required to prepare special reports as requested.
- Responsible for acquiring case and investigation data from management, attorneys, paralegals, weekly reports, and other sources, and also prepared periodic requests for status updates.
- Received and responds to requests for special computer-generated reports and summaries.
- Ensured materials/reports generated were responsive to the actual request and follow through to resolution, on both specific as well as general problems.
- Respond to telephone inquiries from citizens.

1999 – 2004

DOCUMENT TECHNICIAN - DELTA CORPORATION

- Supported client management teams by completing plan document installations.
- Translation of plan documents onto new document design to comply with "GUST" within the deadline.
- Scanned and entered financial records into databases for Jet Propulsion Laboratory.
- Used Kodak Imagelink Digital Workstations and Scanner/MicroImagers, Macintosh SE.
- To prepare documents for scanning.
- To prepare documents for scanning.
- Helped coordinate multiple filing systems.

EDUCATION

MBA in Management - September 2004(Strayer University)

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SKILLS

Miscrosoft Office, Administrative Assistant, Customer Service.