

ROBERT SMITH

Documentation Clerk

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

SUMMARY

Highly accomplished leader with strong commitment to developing innovative, creative, and fun learning environments. Team-oriented, attentive to detail, and organized, with a flair for establishing rapport with people and businesses from diverse backgrounds and cultures. Natural-born talent working with various people ensuring a stimulating, interactive workplace in which business can experience the joy of accomplishment and growth through equal opportunity.

CORE COMPETENCIES

Treasury Operations, Cash Management, Money Market Mutual Funds, Tax Reporting, Data Analysis, Cost Basis Reporting, FATCA.

PROFESSIONAL EXPERIENCE

Documentation Clerk

ABC Corporation - August 2012 – November 2012

Key Deliverables:

- Experienced planning and directing executive-level administrative affairs and support.
- Combined organizational and communication skills with the ability to independently plan and manage diverse business relationships.
- Responsible for managing high-volume domestic transportation contracts, purchasing and inventory control.
- Experienced in analyzing and streamlining product delivery systems to increase productivity, quality and efficiency.
- Proven ability to manage projects from planning through execution and completion.
- Experienced in analyzing and streamlining deadline completions to increase productivity, quality and efficiency.
- Provided timely monthly graphs for managers using Excel.

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Delta Corporation - 2007 – 2012

Key Deliverables:

- Applied knowledge in all areas of data entry Key and log confidential documents such as Long Term Care Applications Prepare and assign policy numbers .
- Transfer paper work from customer service into insurance and other Fax or mail out confirmation orders to doctors office Copying, Faxing, collect .
- Organized Assisted with various office tasks from making copies and Team player scanning of export documents to filing.

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- Problem solving Processed and reviewed trucking invoices to insure proper payment was made to authorized trucking company.
- Generating sales Assisted with data input and created pricing spreadsheets in Time Management Excel.
- Fun personality.
- Tracking of all billing documentation Appropriate Insurance Coverage/Authorizations Eligibility via Internet or by Phone Assisted Customer Service .

EDUCATION

Diploma

