

Robert Smith

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Indexer

SUMMARY

Highly organized and personable individual with a comprehensive background in customer service, logistics, operations management, and training and development derived from conducting domestic and global operations. Several years' experience interacting and collaborating with multiple levels of management and diverse cultural audiences, as well as consistently achieving exceptional results while leading teams in fast-paced environments.

SKILLS

Inventory, Insurance Verification, Word, Documentation, Filing, Customer Service, Fax, Answering Phones, Management.

WORK EXPERIENCE

Indexer

ABC Corporation - January 1996 - August 1998

- Verified all information is accurate according to information received.
- Kept confidentiality agreement according to standard set by clients.
- Wrote and edited abstracts, coded for archival and real-time products.
- Entered invoice numbers on the computer for a large global freight company.
- Detailed, meticulous work that involved finding every reference the author used, taking note of the page numbers, and organizing the references.
- Indexed land recorded information from legal documents for an oil and gas company in Ohio.
- Recognized by team lead for dedication and continual improvement.

Indexer

Delta Corporation - 1991 - 1996

- Kelly Staffing Services Enters data into computer for various insurance companies, compares data entered with source documents and re-enters data in .
- Indexed insurance policies into imaging system Completed needed research for missing information for policies returned.
- Data-Entry Making sure taxes were filed properly.
- Index loan documents for review by Underwriters.
- to 14,000 pages per day indexed.
- Organized digitally files conversions and data entry.
- Indexed Confidential Documents Accomplishments same as SourceHov Skills Used same as SourceHov.

EDUCATION

Medical Assisting - (University of Northwest Ohio - Lima, OH)