Information Technician

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

A meticulous and detail oriented dispatcher bringing experience. Expertise includes radio communication with technicians, invoice processing, scheduling deliveries.

Skills

Technical Skills, Management.

Work Experience

Information Technician

ABC Corporation - September 2012 – January 2014

- Experienced in the processing of incoming records and goods for shipment.
- Responsible for processing all production requests in the manual warehouse.
- Utilized Microsoft Office and Internet applications including Word, Excel, PowerPoint, Access, Internet Explorer and Outlook 2003.
- Operated forklifts and pallet jacks assisting with all loading or unloading of freight includes a count and condition verification.
- Experienced with various types of powered industrial lift equipment.
- Prepared bills of lading and contacts carriers for pick up.
- Traveled from house to house conducting/providing questionnaires fro families to fill out and returns to the Census Bureau.

Information Technician

ABC Corporation - 2009 – 2012

- Responsible for the program data system.
- In collaboration with data processing department, refines and expands the data system in all components.
- Consult and coordinate with staff members and resources for data system information.
- Analyze methods of using data; design data forms.
- Collect, process, and input student enrollment and family information into computer.
- Collect, process, input, and maintain all student health and special needs files.
- 1730 Inyo Street Apt C (661) 725-3906 Delano, CA 93215 (661) 586-4466.

Education

A.S. in Business Administration - (Darton College - Albany, GA)

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