ROBERT SMITH

Operations Processor I

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

SUMMARY

Detail-oriented professional seeking flexible work-at-home business opportunties. Offer experience in a variety of fields.

CORE COMPETENCIES

Oracle Manufacturing, Inventory Management, Retail Management, PC and Microsof Office applicatoins.

PROFESSIONAL EXPERIENCE

Operations Processor I
ABC Corporation - March 2002 – July 2011

Key Deliverables:

- Performed entry level general operations tasks that are routine and/or repetitive in nature.
- Resolved RSO requests using multiple resources and records management tools.
- Assisted with special projects or other duties assigned.
- Received and paid 100 plus invoices a day to guarantee the financial integrity of all First Interstate entities in the Montana, Wyoming and South .
- Obtained financial and accounting knowledge by working with various general ledger accounts to allocate bank expenses accordingly.
- Held fully accountable for demonstrating initiative, organization and attention-to-detail, and customer service and support skills to accurately .
- Leveraged strong communication skills to work effectively with customers and help train new processors.

Operations Processor
Delta Corporation - 2001 – 2002

Key Deliverables:

- Displayed exceptional capacity to meet deadlines, build rapport with individuals at all levels and backgrounds, and to support company objectives by .
- Recognized by management for anticipating problems and presenting effective solutions/recommendations, team collaboration and cooperation, exceeding .
- PNC Statement Prep, ARP, Incoming/Returns.
- My department received recently closed home mortgage loans from joint venture companies across the country.
- We audited, pooled, and sold these to investors.
- Primary deficiency resolution expert for my department.
- Acted as liaison between Wells Fargo and investors to correct all errors and problems found in files.

2259 Oak Street, Old Forge, New York, 13420
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EDUCATION

BA in Sociology - (UNIVERSITY OF MINNESOTA MINNEAPOLIS - Minneapolis, MN)

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