



JAMES CLARK

Proof Operator

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PROFESSIONAL SUMMARY

Results-oriented Proof Operator with 2 years of experience in ensuring precise data entry and transaction accuracy. Skilled in identifying discrepancies and implementing effective solutions, I thrive in high-volume environments. Committed to continuous improvement and operational excellence, I aim to enhance data integrity and support organizational goals.

WORK EXPERIENCE

Proof Operator

Seaside Innovations

📅 Mar / 2024-Ongoing

📍 Santa Monica, CA

1. Collaborated with cross-functional teams to ensure data integrity and accuracy across multiple platforms.
2. Processed and verified financial transactions, maintaining a high standard of quality control.
3. Identified and rectified discrepancies in customer accounts, enhancing overall satisfaction.
4. Developed and implemented efficient procedures to optimize transaction processing.
5. Trained new employees on best practices for data entry and fraud prevention.
6. Analyzed transaction data to identify trends and recommend improvements.
7. Maintained compliance with industry regulations and internal policies.

Proof Operator

Cactus Creek Solutions

📅 Mar / 2023-Mar / 2024

📍 Phoenix, AZ

1. Encoded data from checks and deposits with a focus on accuracy and efficiency.
2. Investigated and resolved unbalanced deposits through diligent research.
3. Handled customer inquiries regarding account activity, providing timely resolutions.
4. Entered detailed information for checking, savings, and loan accounts into the database.
5. Managed incoming customer calls, offering effective solutions to issues.
6. Processed mail-in deposits, ensuring timely and accurate posting.

EDUCATION

Associate of Applied Science in Accounting

Central Community College

📅 Mar / 2022 - Mar / 2023

📍 Denver, CO

Focused on financial principles, data management, and accounting software.

SKILLS

Data Entry Proficiency



Numerical Accuracy



Feedback Implementation



Research Skills



Technical Writing



Project Management



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

LANGUAGES



English



Spanish



Arabic

ACHIEVEMENTS

🌟 Implemented a streamlined workflow that improved processing speed by 30%.

🌟 Developed training materials that enhanced team efficiency and onboarding.

🌟 Successfully resolved over 500 customer inquiries related to transaction discrepancies.