

Data Entry Operator

ROBERT SMITH

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Objective

I'm interested in many different aspects of Psychology. Eating disorders are particularly fascinating to me, as is Industrial/Organizational Psychology. I'm looking to get a start somewhere and use what I've learned to jump into the job market and get my feet wet.

Skills

MS Word, Excel, Powerpoint, Outlook, Google Docs.

Work Experience

Data Entry Operator

ABC Corporation - July 2007 - December 2009

- Attended work on a regular and predictable schedule in accordance with the agency policy.
- Entered vital records data for the state of Texas, including, birth and death certificates, marriage applications, divorce records and child support court orders for office of the Attorney General into the automated client Health Record System.
- Communicated on an interpersonal level with others provided, exchanged and verified information, answered inquiries, addressed issues and resolved problems with information.
- Answered incoming telephone calls answers questions or routes calls appropriately.
- Maintained accurate and useful database records.
- Performed audit control procedures for accuracy of information entered into the electronic record system.
- Ensured pertinent documentation on all admission entries are routed to assigned units.

Data Entry Operator

ABC Corporation - 2002 - 2007

- Worked on different Foreign Projects in DESCON IT24, some of major projects are as under
Projects Completed Project Name Project Description NY/PA/MI/850K Indexing of Real Estate Insurance Policies TITLE SEARCH Online Indexing WATTS LAW FIRM (WLF) Online Processing of Legal Proceedings UNITED PARCEL SERVICES (UPS) Create online Replica of data Sys-Info Inc.
- SM/WM/LDD Logical Document Determination X-DOC Based on XML Technology
Responsibilities Ensuring quality of the processed work.
- Indexing and database generation.
- Conversion of images into text through OCR tools.
- Proof reading, editing and formatting of documents.
- Processing of documents from legal, real estate insurance and financial sectors for our Clients in UK, Germany, Spain and USA.
- Carry out final inspection of the processed work..

Education

Associate of Arts in Social Work - June 2011(AUSTIN COMMUNITY COLLEGE - Austin, TX)