Robert Smith

**Data Entry Operator III**

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# SUMMARY

To secure an entry level position that will allow me to maximize my customer-service and data entry experience in a challenging environment while utilizing my skills and knowledge in medical terminology, data entry and customer relations in a constructive and stable work place.

# SKILLS

Ms Word, Excel, Outlook, Power Point.

# WORK EXPERIENCE

## Data Entry Operator III

ABC Corporation ­ 2007 – 2014

* Perform all phases of student registration, scheduling and student record keeping.
* Extract specific statistical information from the Student Information System as required.
* Work closely with teachers to collect and submit student grades.
* Perform various clerical and secretarial functions as required.
* Maintain confidentiality regarding school / workplace matters.
* Meet and effectively aid the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
* Follow federal and state laws as well as School Board policies, rules and regulations.

## Data Entry Operator

ABC Corporation ­ 2002 – 2007

* Track the dynamic component configuration of over 200 H53 Aircraft, 800 T64 Engines, and over 150,000 components in NAVAIRs COMTRAK database in accordance with A1-H53CE-MRC- 000 Periodic Maintenance Information Cards (PMIC Deck).
* Maintained an extensive alpha-numeric filing system.
* Trained in documentation procedures/requirements per CNAFINST 4790; Extensive knowledge in NAVAIR DECKETR engine tracking system and NAVAIRINST 13700.15E.
* Verify aircraft/engine component usage at Depot level induction for repair; Communicate with

Depot/Fleet activities to verify all Monthly Flight Summaries, Equipment Operating Records (EOR), Assembly Service Records (ASR), Scheduled Removal Component.

* Productively utilized Microsoft Word, Excel, and Outlook Email Software, multi-line phone system and office equipment such as fax, copier/scanner, computer and other complex databases to perform daily tasks.
* Demonstrated efficient time management in the processing of responsibilities and managing several tasks during any given time period.
* Utilized professionally developed skills in speech, writing and etiquette in email composition,

report preparation, phone conversations and professional visits to military repair/overhaul facilities.

# EDUCATION

BS - 2011(Liberty University - Lynchburg, VA)