

Robert Smith

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Data Entry Operator III

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)