Phone: (0123)­456­789 **|** Email: info@website.com **|** Website: Website.com

**SUMMARY**

Exceptionally hardworking and focused with a superior work ethic and customer service skill set. Superb multitasker able to handle a high volume of simultaneous clerical office tasks with the highest degree of professionalism and accuracy. Adept of fostering and sustaining cordial yet professional relationships with all coworkers, supervisors and customers.

**CORE COMPETENCIES**

Microsoft Office, Microsoft Office, Microsoft Word, Microsoft Excel, SQL, Data Entry, Data Analysis, Access, Adobe Photoshop, Active Directory, Databases.

**PROFESSIONAL EXPERIENCE**

# Billing Data Entry Operator

**ABC Corporation ­ May 1996 – December 1997**

**Key Deliverables:**

* Verify data and perform clerical tasks in the data processing function.
* Prepare files, scan documents and images, and data entry specific to each individual document.
* Receive and review incoming work, contacting appropriate resources as needed.
* Compare data with source documents or audio file, re­enter data in verification format to detect errors.
* Deciphered sloppy handwriting, garbled recordings, or faded text and transforming into digital data.
* Prepare necessary documentation (automated and manual) to account.
* Perform quality checks to ensure accuracy, integrity, and completeness after entry.

# Data Entry Operator

**ABC Corporation ­ 1992 – 1996**

**Key Deliverables:**

* 2347 E.
* Saunders St.
* Laredo, Texas (956) 725­0995 Supervisor Rosario Munoz Data Entry Operator 9­94 to 11­ 94 Process mail pieces which were on screen and input correct data so the mail could get processed.
* Texas A & C Glass Co.
* (Under new management now named Safeline) 1907 Guadalupe, Laredo Texas 78040 (956) 726­0477 Supervisor Ana Laura Palomo Data Entry Operator Processed invoices and work orders for employees, set up appointments, overlooked inventory, ordered glass as needed.
* Delivered glass when necessary, balanced sales at the end of the day.

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* Monitored bank status, made deposits when necessary, accounts payables, accounts receivables, daily general ledger, price quotes to customers..

**EDUCATION**

* Master of Science in Information Systems - December 2011(UNIVERSITY OF PHOENIX)