

# ROBERT SMITH

## Billing Data Entry Operator

Phone: (0123)-456-789 | 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, re-enter 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) 725-0995 Supervisor Rosario Munoz Data Entry Operator 9-94 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) 726-0477 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)