ROBERT SMITH

**Corporate Data Entry Operator**

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

**SUMMARY**

I have 19 years of experience, including as a Data Entry Operator, as a Mixing/Oven Operator and as a Clerical in industries including Business Services and Food Stores. Most recently, I have been working as a Data Entry Operator at Sourcecorp from November 2003 to February 2012. My skills and experiences include: Dos, Medical Terminology.

**SKILLS**

Typing 50 Wpm, Word Processing, Excel, Powerpoint, Communication Skills, Customer Service.

**WORK EXPERIENCE**

# Corporate Data Entry Operator

Datamark, Inc ­ June 2016 – 2019

* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Tests customer and account system changes and upgrades by inputting new data; reviewing output.
* Maintains operations by following policies and procedures; reporting needed changes.

# Data Entry Operator

NJ DOL/Office Of Asbestos Control & Licensing ­ 2011 – 2016

* Responsibilities Prepare source data for entry by opening/sorting mail and make copies of asbestos notification forms and checks for asbestos removal.
* Answer phones and transfer calls to appropriate personnel.
* Perform routine data entry or other office support duties, including faxing, sorting, distributing, or filing documents.
* Process violations issued by state inspector for license and permit holders who have violated rules and regulations under the Asbestos Control &Licensing Act.
* Updates database to reflect company violations that have been paid in full, dismissed or closed due to settlement conferences.
* Research licensing and permit database to advice asbestos supervisors and workers the status of their application and answer all other inquiries.
* Enter and update information for license renewal of asbestos contractors..

**SCHOLASTICS**

* BS in Business ­ 2012(Penn foster ­ Scottsdale, AZ)