

# ROBERT SMITH

## Data Entry Operator/Inspector

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Highly qualified Data Entry Operator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

## EXPERIENCE

### Data Entry Operator/Inspector

**ABC Corporation - DECEMBER 1997 - OCTOBER 1999**

- Evaluate all orders and ensure accuracy of all forms and inform management for all incomplete orders and verify all client information to deliver all products.
- Determine all product requirements and prepare required paperwork, manage inventory and identify correct product for shipment.
- Prepare all manifests and apply appropriate label to ensure efficient transfer of all completed orders.
- Evaluate all complete orders to maintain accuracy.
- Enter all client information appropriately in computers.
- Monitor and evaluate all order issues and resolve discrepancies in selected products to ensure accurate billing.
- Receive, sort and distribute all incoming mails.

### Data Entry Operator

**ABC Corporation - 1993 - 1997**

- Performs secretarial tasks for multiple professionals and managers in the department to support department operations Accomplishments Maintains confidentiality of clinical records by ensuring that records are attended at all times during hours of operation.
- Protects all patient records from loss, damage or unlawful disclosure.
- Oversees, generates, and prints a variety of reports.
- Assures that all clinical records are maintained in accordance with agency policy.
- Documents receipt of all forms to be filled with Medical Records.
- Performs data entry for staff members who will not receive laptops.
- Validates Time and Travel for team members and contact Clinical Managers to perform fixes if necessary..

## EDUCATION

- Certificate in Computerized Business Management in Administration - 1991(Eton Technical Institute - Federal Way, WA)



## SKILLS

Maintains Strict Confidentiality Medical Manager Software.