Robert Smith

Data Entry Operator I

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
info@website.com
www.website.com

PERSONAL STATEMENT

Proven leadership skills, responsible, self-motivated, detail oriented, ability to learn quickly, problem solve, improvise, adapt and achieve goals. Proficient in Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator, Dreamweaver, Adobe Indesign. Ability to adapt quickly while maintaining high standards of customer service excellence and quality.

WORK EXPERIENCE

Data Entry Operator I
ABC Corporation -   November 2011 – February 2012

Responsibilities:

- Compared data with source documents, or re-entered data in verification format to detect errors.
- Compiled, sorted and verified the accuracy of data before it was entered.
- Located and corrected data entry errors, or reported them to supervisors.
- Maintained logs of activities and completed work.
- Read source documents such as canceled checks, sales reports, or bills, and entered data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
- Selected materials needed to complete work assignments.
- Stored completed documents in appropriate locations.

Data Entry Operator
ABC Corporation -   2010 – 2011

Responsibilities:

- Duties and Responsibilities Perform all typing and data entry for the classification staff.
- Assist in keeping an accurate account of inmate files.
- Assist sentence specialist in her duties.
- Assist in running NCIC/FCIC reports.
- Assist classification officers in review of files for special review.
- General office duties.
- Acting Sentence Specialist from April 25, 2003 thru November 13, 2003..

Education

Bachelor's in Art - (Radford University - Radford, VA)

SKILLS

Graphic Design, Abode Photoshop Suite, Microsoft Office Suite, Customer Service, Researching, Analyzing, Problem Solving And Multi-tasking.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)