

## Data Entry Operator II

# ROBERT SMITH

Phone: (123) 456 78 99

Email: info@website.com

Website: [www.website.com](http://www.website.com)

LinkedIn: linkedin.com/username

Address: 1737 Marshville Road,  
Alabama

## Objective

More than ten years clerical, reception, proven exceptional customer service experience, total of five years warehouse experience, mail room experience, mail sorter at UPS, two years call center experience, demonstrates excellent attendance. Excellent communication and interpersonal skills. Advanced knowledge of Microsoft Word, Excel, Dentrix and QuickBooks. Well organized, pays attention to detail and ability to follow confidentiality, HIPPA guidelines.

## Skills

Customer Service, Call Center Experience, Logistics.

## Work Experience

### Data Entry Operator II

**ABC Corporation** - March 2013 – June 2013

- Entered and verified alphanumeric data from a various sources, paper-based, electronic and phone, into a computer database.
- Resolved problems related to correct data entry procedures.
- Coded, searched, extracted and interpreted information to determine correct input procedure.
- Transcribed, entered & verified various alphanumeric data onto an on-line, batch mode & personal computer system.
- Verification of endorsement on proper area on checks, signature, date and correct amount on legal line on checks.
- Verified that checks matched IRS voucher properly for tax purposes.
- Maintained files, records & chronologies of entry activities, some moderately complex in nature.

### Data Entry Operator

**ABC Corporation** - 2008 – 2013

- Advanced to Data Entry Director to provide leadership and manage a multi-contract, multi-location, multi-million dollar department with over 200 employees.
- Include interviewing, training, hiring, and firing, writing and issuing disciplinary action reports.
- Running reports to complete payroll on a bi-weekly basis.
- Ensuring our work received is getting done in a timely and efficient manner and split between our two shifts.
- Writing training documents when a new contract is received.
- Billing our contracts for work completed.
- Data enter our documents we receive, as well as, check for accuracy by running edits..

## Education

Bachelor of Science in Dental Assisting and Public Relations - 2000(Bryman College - San Francisco, CA)