ROBERT SMITH

**Customer Service/Data Entry Operator**

**info@website.com | https://Website.com**

To succeed in an environment of growth and excellence to earn a job which provides me job satisfaction, self development and the ability to enhance my personal as well as organizational goals.

**JUNE 2000 – AUGUST 2008**

## CUSTOMER SERVICE/DATA ENTRY OPERATOR - ABC CORPORATION

* Processed payments from corporate businesses according to detailed customer specifications.
* Utilized PC data entry terminal in LAN environment to process clients remittance through completion of check processing, information data and verification of invoices.
* Utilized Opex machine in remittance processing.
* Handled inbound calls regarding account inquiries and payment status.
* Received, monitored, and traced invoices for accuracy and approvals.
* Production deadline oriented environment; Performed Accounts Receivable functions.
* Utilized PC/workstations to enter check amounts and MICR information.

**1998 – 2000**

## DATA ENTRY OPERATOR - ABC CORPORATION

* USA Verified and entered a variety of standard and complex coded and encoded raw/source data into database.
* Maintained highly confidential information for over 16,000 domestic and international church members.
* Routinely met and exceeded daily/weekly/monthly productivity quotas as set by management.
* Additional Information Efficient administrator with a record of 3+ years of success in administrative management, customer service, and data entry.
* Solid experience in establishing, organizing, and managing office policies and procedures.
* Strong communication, organization, and problem solving skills.
* Experienced with Microsoft Office Suite.

# EDUCATION

Degree

# SKILLS

Microsoft 2010: Word, Excel, PowerPoint and Outlook. Some Access and Sharepoint. Data Entry.

2