
Data Control Clerk Resume

Job Objective

To obtain a Data Control Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Data control Clerk, May 2004 – Present
ManTech Int'l Corp, Sacramento, CA

- Reviewed source documents for data input.
- Checked accuracy and relevance of input and output data by visual examination.
- Computed audit document and satellite files (i.e.: Manufacturing, IQA, Engineering and Quality) and ensured correctness.
- Managed correction codes and batching for computer processing.
- Verified output against control totals.
- Reviewed format and accuracy of printouts and distributed information to appropriate departments.

Data control Clerk, March 2002 – April 2004
JSFirm, Sacramento, CA

- Provided timely and accurate processing of ECN's and eliminate backlogs.
 - Ensured data is entered accurately in SAP in relation to Agile (ECN new releases and changes) and SAP master data inputs.
 - Updated Solid Works/CAD drawings per ECNs and maintained labeling database system.
 - Administered to provide the service of processing ArthroCare documentation from all groups to support business needs as required.
 - Ensured compliance to US and International regulations (i.e. cGMP's/EN/ISO 13485/Japan) requirements.
 - Effectively supported and followed policies and procedures.
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Summary of Qualifications:

- Typing speed of 50 W.P.M
 - Good oral and written communication skills
 - Familiar with Word, Excel and database software
 - Excellent communication skill to maintain good relations with customers and co-workers
 - Typing speed of 50 W.P.M
 - Ability to gather data, prepare reports and compile information
 - Ability to handle sensitive and confidential materials
 - Excellent Ability to perform complex data entry tasks
 - Ability to handle multiple tasks and work in a team environment
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Education:

Associate Degree in commerce, Houston Community College, Houston, TX

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