
Data Controller Resume

Job Objective

To enhance my skills and further my career by filling the position of Data Controller in well-established organization.

Highlights of Qualifications:

- Huge knowledge of bills of material and planning parameters
 - Proficient with MS Office Applications
 - Good understanding of data controlling principles and processes
 - Ability to implement written instructions and cooperate with others
 - Ability to make continuous hand-arm movements and update terminal
 - Excellent communication and data entry skills
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Professional Experience:

Data Controller
Rockwell Collins, Framingham, MA
August 2005 – Present

- Coordinated with key executives and departmental organization.
- Corresponded with interfacing departments and aided as key administrative support.
- Acted as sole administrative advisor to Operations.
- Assisted Oracle implementation team and formulated exception reports.

Data Controller
CSC, Framingham, MA
May 2000 – July 2005

- Conducted quality control checks and balanced computer output to input.
 - Coordinated with users to manage production processing and resolve problems.
 - Managed data processing and standard office equipment.
 - Coached users on hardware and software and maintained records and files.
 - Improvised operations and reduced turnaround times.
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Education:

Bachelor's Degree in Software Engineering
Lower Columbia College, Longview, WA

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