

---

## Data Entry Processor Resume

---

### Job Objective

To apply my skills, education and knowledge to gain employment as a Data Entry Processor.

---

### Highlights of Qualifications:

---

- Admirable experience in gathering specimen and processing data entry operation
  - Profound knowledge of confidential practices and laws for applicable data
  - Operational knowledge of rules and regulations for data entry processes and systems
  - Solid understanding of steps and process for return value maximization
  - Strong knowledge of typing and data entry procedures and methods
  - Familiarity about basic accounting procedures and process
  - Proficient in conversing with customers and solving driver complaints professionally
  - Ability to utilize all routine office equipments effectually
  - Ability to collect and analyze data using statistical methods
  - Ability to learn and cope with new software and perform well in fast moving professional environment
- 

### Professional Experience:

---

Data Entry Processor  
Fossil Inc., Houston, TX  
August 2007 – Present

- Complied with laboratory process as essential for specimen processing.
- Identified accurately apt storage temperature, containers and tubes for every test variant.
- Identified specimen requirement, consulted specimen processing manager as required.
- Used apposite resources to respond to queries put up by customers and apt specimen processing.
- Engaged in all quality assurance programs held in department.
- Identified personal limitations and asked for guidance from managers as required.
- Studied and searched for laboratory information system flags and alerts and implemented apt actions.

Data Entry Processor  
Aerotek Professional Services, Houston, TX  
May 2004 – July 2007

- Segregated all electronic records as per Image Workflow within Intermedix billing system and individual files.
  - Attached important documents related to patient utilizing Scan Filer numbers and Account Transactions.
  - Prepared email and printed EOBs, HCFAs and other related documents from IMX.
  - Ensured to complete different projects as allocated by management.
  - Supported teammates while processing operations as per instructions from management.
  - Entered details in loan applications in electronic medium.
  - Ensured to get essential documents delivered to members on timely basis.
- 

### Education:

---

Associate Degree in Business  
Meridian Community College, Meridian, MS

[Build your Resume Now](#)