
Data Management Specialist Resume

Job Objective

To expand experience in the field and help better the company as a whole by using my years of experience and attained skills as Data Management Specialist.

Highlights of Qualifications:

- Remarkable experience in data extraction and manipulation
 - Huge knowledge of UNIX and Secure File Transfer technologies
 - Deep knowledge of MS Office
 - Familiarity with business processes and data warehouse
 - Amazing ability to manage independently or in a team
 - Outstanding ability to multitask
 - Superior interpersonal and communication skills
 - Solid analytical and statistical skills
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Professional Experience:

Data Management Specialist
Aetna Inc., Washington, MD
May 2006 – Present

- Coordinated with data vendors.
- Corresponded in multiple client teams.
- Collaborated with Data Consultants and Account Managers.
- Assisted external data vendors.

Data Management Specialist
Vanderbilt University, Washington, MD
March 2003 – April 2006

- Aided data collection and formulated reports.
 - Managed grant preparation and evaluated expenditures.
 - Handled phone calls, emails and faxes.
 - Maintained confidential physicians' records.
 - Participated in Departmental Meetings.
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Education:

Bachelor's Degree in Computer Science
Elizabethtown College, Elizabethtown, PA

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