
Data Officer Resume

Job Objective

Pursuing a Data Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Highlights of Qualifications:

- Wide experience in data entry and database search procedures
 - Solid knowledge of data entry operation and database management
 - Proficient with technical level communication
 - Strong computer typing and time management skills
 - Ability to prioritize tasks
 - Ability to manage time efficiently
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Professional Experience:

Data Officer

Michael Page International, Hastings, MN

August 2005 – Present

- Performed SQL based data entry operation.
- Carried out verification of data integrity in consultation with supervisor.
- Prepared weekly and daily reports in print formats.
- Conducted data mining and data improvement as per user's requirements.
- Processed, compiled and tabulated data and information.
- Verified the tabulated data and ensured appropriate data classification.

Data Officer

Bill and Melinda Gates Foundation, Hastings, MN

May 2000 – July 2005

- Provided technical expertise to support automated personnel system.
 - Advised on the matters related to the implementation and operation of automated personnel systems.
 - Entered personnel data and ensured accurate personnel data flow to and from various databases.
 - Utilized current automation programs and databases to support data management.
 - Produced accurate and time bound statistical reports on a variety of information
 - Utilized various personnel database systems to retrieve information as per need.
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Education:

Bachelor's Degree in Computer Science

Middlebury College, Middlebury, VT

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