
Data Specialist Resume

Job Objective

Seeking a position as Data Specialist in which my abilities and experience can aid in the growth of the company

Highlights of Qualifications:

- Remarkable experience maintaining data bases
 - Huge knowledge of working with data stored in database
 - Deep knowledge of writing transact-SQL queries
 - Familiarity with data report automation tools
 - Amazing ability to manage multiple tasks
 - Outstanding ability to resolve problems
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Professional Experience:

Data Specialist
IHS, Pawnee City, KS
May 2006 – Present

- Researched geological and geophysical data.
- Imparted quality control checks.
- Managed assignments and monitored activity.
- Coordinated with customer's staff.
- Updated internal reports and performance records.
- Corresponded with DLS Supervisor.

Data Specialist
Qwest Communications, Pawnee City, KS
March 2003 – April 2006

- Carried out clerical duties.
 - Handled varied business machines.
 - Maintained data bases, reports, spread sheets and forecasts.
 - Coordinated with vendors, contractors and suppliers.
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Education:

Associate Degree in Computer Technology
Southwest Tennessee Community College, Memphis, TN

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