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## Data Specialist Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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