
Document Imaging 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 Document Imaging Specialist

Highlights of Qualifications:

- Remarkable experience in position that requires high degrees of quality assurance
 - Huge knowledge of maintenance of SQL queries
 - Deep knowledgeable of stored procedures in SQL
 - Familiarity with HL7 and HIPAA standards
 - Amazing ability to Document Policies
 - Outstanding ability to outline operational and statistical reports
 - Superior communication and writing skills
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Professional Experience:

Document Imaging Specialist
xScion Solutions, Dallas, TX
May 2006 – Present

- Coordinated with Enrollment and Benefits Administration team.
- Aided end users with applications.
- Maintained workflows and managed execution of Stellant Workflow.
- Assisted vendors and management.
- Formulated system documentation and reviewed system performance.

Document Imaging Specialist
Worksource Kitsap County, Dallas, TX
March 2003 – April 2006

- Managed resident profiles, history and personal information.
 - Handled stressful situations and frequent interruptions.
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Education:

High School Diploma
Marvell High School, Marvell, AR

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