
Information Specialist Resume

Job Objective

To secure a position as Information Specialist with a reputable company where my skills can grow and help strengthen the company.

Highlights of Qualifications:

- Remarkable experience in managing product data
 - Huge knowledge of relational databases, queries, data mining and data warehouse
 - Deep knowledge of Internet search engines
 - Familiarity with Lotus Notes
 - Amazing ability to formulate reports
 - Outstanding ability to present information
 - Superior communication skills
 - Solid organizational skills
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Professional Experience:

Information Specialist
Rogers-Lowell Area Chamber of Commerce, Detroit, MI
May 2006 – Present

- Managed integrity of Next Higher Assembly database.
- Formulated monthly reports and posted them to product line companies.
- Maintained product line pricing.
- Coordinated with product line managers.
- Updated ecommerce site and web site.

Information Specialist
Texans Credit Union, Detroit, MI
March 2003 – April 2006

- Managed product database and data content.
 - Coordinated as liaison for Click & Find feedback.
 - Collaborated with Product Manager.
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Education:

High School Diploma
Willow Park High, Apple Valley, CA

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