
Reporting Specialist Resume

Job Objective

To use my skills, training and experiences to secure a position as a Reporting Specialist with a reputable company in the business.

Highlights of Qualifications:

- Hands-on experience working with large data sets in a warehouse environment
 - Proficient with Microsoft Access, SQL Server and Oracle
 - Profound knowledge of research principles, methods and resources
 - Ability to use independent judgment and to manage and impart confidential information
 - Ability to plan, develop and coordinate multiple projects and events
 - Ability to evaluate and edit the content, structure and format of a range of written material
 - Excellent verbal and written communication skills
 - Great organizational and interpersonal skills
-

Professional Experience:

Reporting Specialist
CoreLogic, Lafayette, LA
May 2006 – Present

- Determined and measured the effectiveness of risk and collections strategies.
- Prepared and reviewed periodic reports for portfolio trends.
- Supported the development, installation and testing of new strategies in production systems.

Reporting Specialist
Perot Systems, Lafayette, LA
March 2003 – April 2006

- Created and maintained reporting standards.
 - Developed consolidated monthly financial reports.
 - Prepared and established solutions using Microsoft and other reporting technologies.
 - Presented and owned the technical details for reporting solutions.
-

Education:

Bachelor's Degree in Information Systems
Santa Fe College, Gainesville, FL

[Build your Resume Now](#)