

[Tweet](#) (function() { var s = document.createElement('SCRIPT'), s1 = document.getElementsByTagName('SCRIPT')[0]; s.type = 'text/javascript'; s.async = true; s.src = 'http://widgets.digg.com/buttons.js'; s1.parentNode.insertBefore(s, s1); })();

OBJECTIVE: To work for a company that will utilize my extensive skills

SUMMARY:

- Over 20 years experience working in an office environment
- Excellent oral and written communication skills
- Exceptionally well organized, focused and diligent
- Specialize in complex data entry
- Microsoft Word, Excel spreadsheet
- Telecommunicate electronically via desktop and at home

EMPLOYMENT HISTORY:

2007-2012 Confidential

Data Entry Operator (Seasonal position)

- Input income tax checks into computer
- Work online to further enhance correction

December 2011 Confidential

January 2012 Data Entry/Shipping Clerk

- Input employee medical records into Excel spreadsheet

July 2009- Confidential

December 2009 Professional Staffing Resources/Select Staffing Administrative Data Entry

- Exclusive complex data entry project.
- Input customer information for bank analysts
- Delete old analyst contacts from the system

2002- 2005 Confidential Data Entry/Scan Verification

- Data Entry/ Verification Scanner of Health Insurance Claim Form
- Enter all numeric and alpha field on form electronically
- Check all doctor ID numbers to be sure they are correct
- Make sure that the environment was HIPAA compliant

EDUCATION:

**Confidential School: Medical Billing; Medical Terminology; Medical Transcription;
English; math;**

Confidential:
Major: English

Confidential College,
Major: English

Confidential College
Major: English