

Database Administrator Database Administrator Covington, GA Authorized to work in the US for any employer Work Experience Database Administrator Audit Services Incorporated - Conyers, GA August 2017 to Present Data Entry - Insurance claims Customer Service Packaging Operator Griffith Foods - Lithonia, GA June 2015 to August 2017 Maintaining machinery Food warehouse production CLAIMS DISPATCHER Audit Services Incorporated - Conyers, GA August 2012 to 2015 Data Entry: Entering insurance claims for auto accidents Calling clients to notify them of their auto estimate reviews Data Indexer DATA INDEXER - Norcross, GA April 2012 to May 2012 Able to comprehend blue prints for construction projects Indexing data from blue prints into computer system DATABASE ADMINISTRATOR Technisource - Atlanta, GA October 2010 to February 2011 Review/edit/design websites for yellowpages.com for advertisers Preparing daily reports of new/delivered/rejected websites DATA ENTRY CLERK Sentinel Offender Services - Duluth, GA March 2008 to August 2009 Electronic monitoring for probation offices within Georgia Accounting Keeping track of defendant's payments, fines, and restitutions Answering phones and maintaining clients confidentiality Pre-screening possible hires with phone interviews. Education Diploma in Legal Transcription Penn Foster College 2012 Skills Microsoft Office, Excel and Power Point (10+ years), Microsoft Office, Administrative Assistant, Receptionist, Outlook Certifications/Licenses Driver's License

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