

Data Entry Specialist Data Entry Specialist Carrollton, VA Work Experience Data Entry Specialist
Liberty Source PBC January 2017 to Present Update contractor database with financial information
for companies worldwide Input Earnings Releases, Earnings Calls, Shareholder Meetings and
Conferences for companies in terminal for financial clients use Received Monthly Quality Award
Lab Administrator Cortez Management October 2015 to January 2017 Assisted students in math
software program to strengthen math skills via assigned modules Updated database weekly with
student progress and any changes in student records Daily reporting to assist teacher to focus on
student weakness Monthly reporting to corporate office showed test results and completion of
modules Customer Service Representative (CSR) Faneuil, Inc. August 2014 to June 2015
Answered telephone calls from customers enrolled in Affordable Care Act insurance program
Assisted customer with initial application, determined insurance eligibility and selected plan
Database Administrator Tessada & Associates, Inc. April 2008 to July 2012 Received award for
exceptional contribution for software implementation Contact customers to ensure equipment
received on federal installation was designated to the appropriate end user, cost, location and
usage, then input into SAP database Ensure equipment information in SAP database was accurate
per government guidelines E-mail end users on a weekly basis regarding equipment sent off site to
determine estimated return date to facility Prepared and submitted monthly and yearly statistical
data to government contract monitor Support Services Representative Green Spring/Magellan
Health Services - Hampton, VA February 1998 to April 2002 Support Service Representative (Green
Spring/Magellan Health Services) Inputted patient records in database for implementation of
TRICARE contract Created data processing procedures and MS Access database Education
Bachelor in Business Administration St. Leo University Skills Microsoft Office (9 years), Customer
Service, Data Entry, Word, Excel, Data-Entry, Typing, Data Entry Operator Awards Exceptional
Contribution for Software Implementation Ensured that approximately 30,000 records were verified
and transferred from legacy system to SAP for NASA Langley Research Center. Participation and
Transcription of Meetings for the Boeing 757 Participated and transcribed minutes of meetings that
involved technical engineering of the Boeing 757 Certifications/Licenses Driver's License

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