Data Entry Clerk - Quality Assurance/Governance Data Entry Clerk - Quality Assurance/Governance Data Entry Clerk - Quality Assurance/Governance - American Express Saint Petersburg, FL Current

Data Entry Clerk experienced in Customer Service, Project Management, Data Quality Assurance, and Information Security for American Express - Enterprise Growth Technologies (EGT) Authorized to work in the US for any employer Work Experience Data Entry Clerk - Quality Assurance/Governance American Express July 2015 to Present IT Risk/Information Security Analyst Controls and Testing - IT Operations - American Express April 2015 to July 2015 Intern/Project Management IT Operations - American Express April 2014 to April 2015 Server/Manager Westshore Pizza & Bistro April 2013 to April 2014 Education High School Diploma in General Studies Weeki Wachee High School - Weeki Wachee, FL 2013 Additional Information Skills    Proficiency in:  ? Microsoft Project 2010  ? Microsoft Excel 2010  ? Microsoft PowerPoint 2010  ? Microsoft Word 2010    Strong Communication skills (verbal and people skills)    Strong Collaborative skills Optimizing and performance tuning    Excellent problem solving skills    Able to learn in a fast pace environment    Able to adapt to change quickly and efficiently   ? Willing/excited to learn and assume new skills, roles and/or responsibilities


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