Darren Lee Macomber

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Willamette University graduate with extensive hands-on work experience

- ❖ Full stack coding, skilled in Python, Django, Javascript, Vue.js, and HTML/CSS
- ❖ Web design, database table structuring and API use, front end and back end coding
- ❖ High proficiency in Office, Adobe programs, database software, Mac/PC
- ❖ 7+ years combined data entry, customer service, call center and clerical experience
- ❖ 5+ years inventory, mailroom, shipping and warehouse experience
- ❖ Lifetime learner-3.5+ GPA in HS and University, always looking for self-enrichment
- ❖ Polite, reliable, discrete. A problem-solver who enjoys detective-work

Professional Experience:

Schnitzer Steel - Office Team - January 2019-February 2019

Scanning Clerk

- Steel company mail opening, sorting, scanning and data entry.
- Sorting of documents, accounts payable, utilities, and other forms on a basis of type, dating, and division.
- Rapid opening, sorting, and digitization of documents.
- Mailroom duties.
- Filing duties.

The Greenbrier Companys - Office Team - December 2018

Data Entry Clerk

- Railway car manufacturer data entry.
- Enter record of repair and maintenance into database system.
- Keep track of work done in Excel independently.

Harder Manufacturing - Office Team - October 2018-November 2018

Data Entry Clerk

- Industrial data entry.
- Enter payment data and hours worked for contractors into online database, Excel and Access spreadsheets.

CareOregon - Ajillon - Sept 2018

Data Entry Specialist

- Health provider medical claims data processing.
- Enter in new provider information for health claims, Medicare/Medicaid.
- Data entry, detective work, maintain spreadsheet records in Excel, confidential/medical taxonomy/NPI info.
- Time management between multiple projects as appropriate, email and fax provider info updating.

Healthco - Office Team - May 2018-June 2018

Data Entry Processor

- Health EMR and practice management technology sales lead data entry.
- Transfer customer company info between browser-based database systems.
- Recordkeeping of leads, self-scheduling and time management.
- Detective work - Locating info for incomplete leads online.

Opus - OfficeTeam - March 2018-April 2018

Customer Service Representative

- Customer service for tech conferences, such as Amazon Web Service and .NEXT.
- Rapid email and phone response using comprehensive knowledge of policy.
- Hotel planning, problem solving and detective work in email and on phone.
- Self-schedule and time management for concurrently running threads of inquiry.

QuinStreet - Randstad - Jan 2017-Feb 2018

Call Center Representative

- Educational informational calls and school matching based on customer interest.
- Home improvement/construction estimate matching and appointment scheduling.
- Inbound and outbound phone, automated call distribution, scripter.
- Heavy customer service and sales, answering customer questions with courteousness and professionalism.
- Top performer - Approved for work on lead return process and frequently relied upon to train new reps.

Wells Fargo Bank by Mail and Court Blocked Accounts - Robert Half - May 2015-Nov 2016

Data Entry and Mail Room

- Paper-Electronic file conversion, heavy data entry, confirmation of secure funds.
- Secure opening and sorting of mail, mail deposit operations, fraud checking, cash handling.
- Troubleshooting/locating deposits utilizing internal database system and uploaded scans.
- Multi-line phone customer service, internal and external facing queries about deposits, etc.
- Secure financial documents and discretion necessary, accuracy, precision.

Pacific Foods - September 2014-February 2015

Inventory Control Data Entry

- Inventory control and entry of paper-recorded production batches.
- Communication with multiple warehouses and manufacturing facilities to gather information.
- Data entry, troubleshooting and investigation of discrepancies in recorded material usage/loss.

Academic Network - Boly:Welch - March 2014-April 2014

Information Center Agent

- Informational calls outbound and inbound on multi-line phone.
- Query pharmacies to gather info for product quality control.
- Recorded data from calls through Microsoft Office (Excel).

Iron Mountain - Randstad - January 2014

Warehouse Worker

- Secure document destruction - confidential material, discretion necessary.

Vernier Software and Technology - Randstad – October 2013

Customer Service Invoice Processor

- Accounts receivable data entry (Customer orders, processing of contact and shipment info).
- Accounts payable filing.
- General office/clerical (Mail of informational catalogs and special offer pamphlets).

Wells Fargo Subordinations - Randstad - March 2013 – May 2013

Subordination Document Processor

- High volume, rapid data entry (Subordinations, loan documents).
- Microsoft Office, internal database systems.
- Shipping and label acquisition (FedEx, UPS).
- Multi-line phone (Shipping queries).
- Secure financial documents, discretion necessary, accuracy, precision.

Wells Fargo Home Equity - Randstad - Sep. 2012 – February 2013

Loan Document Processor

- High volume, rapid data entry (Loss mitigation, short sale, modification, loan documents).
- Microsoft Office, internal database systems.
- Secure financial documents, discretion necessary.
- Independent and cooperative work, emphasis on precision and accuracy.

Seterus, Inc - Adecco - Jul. 2012 - Sep. 2012

Loan Processing Specialist

- High volume, rapid data entry (Mortgage, qualification, loan documents).
- Microsoft Office, internal database systems.
- Secure financial documents, discretion necessary.

Epiq Systems - Adecco - Apr. 2012 May. 2012

Data Entry

- Damages claims data-entry, financial documents and high-volume claim processing.
- Internal database and Microsoft Office

Wells Fargo Home Equity - Randstad - Sep. 2010 - Feb. 2012

Loan Document Processor

- High volume, rapid data entry (Loss mitigation, short sale, modification, loan documents).
- Microsoft Office, internal database systems.
- Secure financial documents, discretion necessary.
- Independent and cooperative work, emphasis on precision and accuracy.

Willamette University - Mark O. Hatfield Library (Salem, OR) - Sep. 2008 - Oct. 2009

Archivist

- Historical archives intern, later archivist
- Data-entry, documentation of sensitive and fragile historical documents and photographs
- General office, Microsoft Office, flatbed scanner

Cadeau (Oakland CA) - Jan. 2003 - Aug. 2007

General Assistant

- Data entry, accounts receivable, invoices, electronic inventory
- General office, filing, clerical, customer information, multi-line phone
- Microsoft Office, Helix, Adobe products, particularly Photoshop
- All common office appliances; flatbed and hand held scanner scanner, fax, printer/label printer
- Warehouse, picking and inventory
- Shipping, UPS/Fed Ex
- Sales, national gift shows, booth and salesroom assembly, retail (warehouse sales)
- Product design (Gift industry-Silk flower arrangement)

Education:

PDX Code Guild (Portland, Oregon) - 2019

Full Stack Course certified, Python, HTML/CSS, Javascript, Vue.js, Django

Willamette University (Salem, Oregon) - 2005-2009

Bachelor of Arts. Major: English. Minor: History.

University of California Los Angeles - 2004 (Summer session)

History, Psychology courses.

Miramonte High School (Orinda CA) - Graduated 2005

Skills:

Software - Outlook, Word, Excel, Powerpoint, Filemaker Pro, Adobe Photoshop, Maya, iMovie, Oracle databases.

Equipment - Office scanners/photocopiers, handheld scanners, printers, fax machines, label printers, counting machines, cash registers, internet utilities.

Typing speed - 80-90 WPM