1. Provided summary of weekly metrics to manager for inclusion in management report.
2. Processed customer and account source documents by reviewing data for deficiencies and errors.
3. Extracted information from database to compile reports for audit process.
4. Prepared source data for computer entry by compiling and sorting information.
5. Provided administrative and clerical support to [Type] staff.
6. Transcribed information into required electronic format to enter into [Type] database.
7. Identified problems associated with database and worked with software providers to resolve issues.
8. Maintained database by entering new and updated [Type] information.
9. Verified new system changes and upgrades by inputting new data and pulling extract reports for validation.
10. Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
11. Obtained scanned records and uploaded into database.
12. Compiled [Timeframe] budget reports, financial spreadsheets and organizational charts to support business operations and improve office organization.
13. Maintained daily production logs of activities and completed work.
14. Added documents to file records and created new records to support filing needs.
15. Completed daily data back-up to secure records.
16. Produced monthly [Type] reports using advanced Excel spreadsheet functions.
17. Reviewed and updated client correspondence files and [Type] database information to maintain accurate records.
18. Outlined appropriate processes and procedures to fulfill and complete inquiries.
19. Entered numerical data into databases with speed and accuracy using 10-key pad.
20. Supported [Type] department with special projects resulting in [Result].