

Donald Moore

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Experience **ABC Inc., Any Town, NY** October 2007 - Present

Data Entry Supervisor

- Provided supervision and leadership to 10 employees in the department.
- Created data storage devices and ensured optimum performance of daily operations.
- Researched, implemented and trained staff on new technologies.
- Organized, troubleshoot and coordinated project management.
- Provided exceptional customer service to clients.
- Organized and catalogued items in the media library.

XYZ Corp., Any Town, NY

April 2004 - January 2007

Data Entry Supervisor

- Cross-train employees for readiness when absence occurs.
- Research and troubleshoot issues from various departments. Work closely with the Receipting department to ensure coders and reviewers are proceeding in a positive direction.
- Create procedures and streamline work production to maximize efficiency.
- Act as back-up in each department as needed.
- Commit batches on a daily basis, prepare batches for posting.
- Perform weekly adjustments.
- Prepare reports.
- Check returned bank checks and deposits against bank statements.

BCD Inc., Any Town, NY

July 2002 - March 2004

Log-In / Data Entry Supervisor

- Responsible for the operations of both Log-In and Data Entry departments.
- Supervising combined immediate employees of 5+ including scheduling
- Total incoming inventory.
- Data Entry of all corresponding reports including any/or all pertinent information corresponding with client assigned, entered accurately and efficiently, in a timely manner in association with production goals.
- Ensuring all immediate staff trained and performing to company's SOP's.

Education **New York High School**
June 2006