

# Donald Moore

Any Town, NY 99999  
Cell: 999-999-9999  
email@yahoo.com

Experience	<b>ABC Inc., Any Town, NY</b> <b>Data Entry Supervisor</b> <ul style="list-style-type: none"><li>• Provided supervision and leadership to 10 employees in the department.</li><li>• Created data storage devices and ensured optimum performance of daily operations.</li><li>• Researched, implemented and trained staff on new technologies.</li><li>• Organized, troubleshoot and coordinated project management.</li><li>• Provided exceptional customer service to clients.</li><li>• Organized and catalogued items in the media library.</li></ul>	October 2007 - Present
	<b>XYZ Corp., Any Town, NY</b> <b>Data Entry Supervisor</b> <ul style="list-style-type: none"><li>• Cross-train employees for readiness when absence occurs.</li><li>• Research and troubleshoot issues from various departments. Work closely with the Receipting department to ensure coders and reviewers are proceeding in a positive direction.</li><li>• Create procedures and streamline work production to maximize efficiency.</li><li>• Act as back-up in each department as needed.</li><li>• Commit batches on a daily basis, prepare batches for posting.</li><li>• Perform weekly adjustments.</li><li>• Prepare reports.</li><li>• Check returned bank checks and deposits against bank statements.</li></ul>	April 2004 - January 2007
	<b>BCD Inc., Any Town, NY</b> <b>Log-In / Data Entry Supervisor</b> <ul style="list-style-type: none"><li>• Responsible for the operations of both Log-In and Data Entry departments.</li><li>• Supervising combined immediate employees of 5+ including scheduling</li><li>• Total incoming inventory.</li><li>• 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.</li><li>• Ensuring all immediate staff trained and performing to company's SOP's.</li></ul>	July 2002 - March 2004
Education	<b>New York High School</b> June 2006	