|  |  |  |
| --- | --- | --- |
| **SUMMARY**  Recent medical school graduate and recipient of the Charles Smith Award for Medical Student of the Year 2023 seeking a cardiology residency at Central Hospital. Proven proficiency in evidence-based care and team collaboration as an intern. Passionate about embracing emerging technologies, upholding standards of care and helping patients make informed decisions about their health. | | |
| **Isadore Kuvalis**  Data Entry Job Resume | | |
| **CONTACT INFORMATION**  30622 Tremblay Harbors Dallas TX  Phone +1 (555) 967 8476 |  | **EMPLOYMENT HISTORY**  **ANKUNDING LLC**  Los Angeles, CA   * Responsible for gathering, interpreting, and applying all area data in the MegaHub by working in software, spreadsheets, and team files * Responsible for developing and evaluating assigned staff and contributing to staff training programs * Develop and maintain effective working relationships * Audit daily production reports, resolve data entry and processing errors * Perform all related supervisory and human resource functions (work assignments, attendance documentations, incident reports, performance evaluations/counseling) * Orientate, train/develop, motivate, counsel and assist team members in work instructions, production standards, and the balanced flow of work and problem resolution * Monitor and review budget and forecast and factor into daily staffing, production decisions   **WILDERMAN AND SONS**  Houston, TX   * Identify management information system issues and work with IT staff to execute a solution * Create and manage staff against internal project work plan * Ensure staff are effectively performing all responsibilities as outlined in job description * Creating reports and identifying areas of improvement * Monitor staff performance and follow up on areas of deficiency * Establish and maintain excellent communication with call center operations staff in Phoenix |
| **EDUCATION**  **Bachelor’s Degree**  ASHFORD UNIVERSITY |  |
| **SKILLS**   * Excellent accuracy and attention to detail * Excellent written and oral communication skills * Broad and comprehensive knowledge of specialized Central Station hardware and software * Positive Attitude and ability to cultivate positive responses in others * Knowledge of payroll process, forms and operational practices * Exceptional organizational and communication skills * 2+ years of Data Entry experience * Use of computer keyboard and attention to PC monitor often for prolonged periods * Sitting for prolonged periods of time in office and meeting settings |
|  |