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| **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 TXPhone +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
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| **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
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