

ANGELA D WALLACE

PROFESSIONAL PROFILE

I pride myself on being a self-starter, organized, and detail oriented. In a fast-paced environment I have learned to always keep a positive attitude while working under pressure to meet a deadline. I'm accustomed to work environments where I need to adapt quickly, think on my feet, and problem solve.

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Windows 98 - Windows 10.

WORK HISTORY

FleetCar, Commerce City, Co 2017-2017

Data Entry Clerk

- Averaged about 45+ records a day entering trip reports submitted by truck drivers
- Filing past months reports
- Scanning documents into a data base for accounts receivable and payable
- Sorting incoming mail and disturbing to the correct department
- Entering fuel for drivers as well

National Credit Care, Westminster, CO 2017 - 2017

Data Entry Clerk

- Averaged 80 records a day verifying and inputting confidential client information.
- Utilized typing skills of 49 Words Per Minute.
- Analyzed data from various credit reports, personal documents, and public records.
- Identified negative information, created listed to be used for sending out notifications to major credit bureaus.
- Review all information on credit reports for any discrepancies.

Maximus, Denver, CO 2015 - 2016

Data Entry Operator

- Entered data from a hard copy into a computer program or database.
- Managed 10 Key - Approximately 10,000 keystrokes per hour.
- Worked on a dual screen monitor utilizing Microsoft Excel and Word.
- Verified information for accuracy and completeness.
- Reviewed data for any incorrect or missing information.
- Performed other duties as required.

DirectTV 2014 - 2015

Customer Service

- Answered inbound calls from customers regarding DirectTV accounts.
- Processed payments on past due accounts, ordered pay-per-view.
- Assisted with billing questions and minor technical questions.
- Referred customers to proper specialist or department to assist with needs if necessary.

EDUCATION AND CERTIFICATIONS

Microsoft Word and Excel Certification

Medical Terminology Certification

General Education Diploma