

Cory J. Bainbridge
(304) 123-4567
cjbainbridge@email.com
5430 Blue Sky Lane, Bluefield, WV 24701

Profile

Senior Data Entry Specialists with over 10 years' experience building and maintaining data entry teams for medium businesses. Can communicate clearly with team members, management and clients and apply extensive technical expertise to produce effective solutions.

Professional Experience

Senior Team Manager, Ultimate Medical Academy, Charleston, WV (Remote)

June 2016 – Present

- Overseeing 35 remote team members
- Analyzing clients' business processes and requirements through workflow analysis and interviews
- Updated company data warehousing techniques, resulting in a 20% redundancy reduction
- Spearheaded analysis of remote software for company-wide changeover

Junior Data Manager, Staffigo Technical Services, LLC, Charleston, WV

October 2012 – May 2015

- Developed, implemented and maintained databases and data collection systems
- Worked with management to prioritize and streamline information needs
- Reviewed performance indicators to pinpoint and correct recurring problems

Claim Support Specialist, HealthSmart, Charleston, WV

March 2010 – September 2011

- Researched claim inquiries and billing codes
- Operated claims system and insurance plan software
- Performed administrative functions including typing, filing, scanning and data entry
- Streamlined spreadsheets, saving the company \$15,000 annually in labor costs

Education

Master of Science in Information Technology

WEST VIRGINIA UNIVERSITY (ONLINE) September 2015 – December 2018

Bachelor of Science in Computer Science

BLUEFIELD STATE COLLEGE Bluefield, WV, August 2005 - December 2009

Key Skills

- Strong analytical skills
- SQL, JAVA, ETL
- Statistics
- Microsoft Office
- Strong written and oral communication skills
- Managerial abilities

Certification

- Data and Project Management Certification
- Cambridge College of Healthcare & Technology, 2013