**[Customer Service Data Entry](https://www.postjobfree.com/resume/adzewy/customer-service-data-entry-langhorne-pa)**

**Location:**Langhorne, PA

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**Resume:**

NICHOLAS DAVID DEL MOORE

512 Clearview Drive, Souderton PA 18964

30 Princeton Court, Langhorne, PA 19047 ● 2153908406 ● ndelmoore@gmail.com PROFILE

Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

SUMMARY OF SKILLS AND QUALIFICATIONS

● Organizational and planning skills

● Communication skills both written and orally

● Attention to detail

● Confidentiality

● MS Office

● Excellent grammar and spelling

● Customer Service

● Feeding Assistance

● Teamwork

● Data Collection and management

● Problem-solving

● Reliability

● Typing skills

● Database Management

EMPLOYMENT HISTORY

Reed Technology and Information Systems, Horsham, PA February 2011 – 2016 Data Entry Operator

● Processing of current and active Patent Applications as per to United States Patent Trade Office

● Transposition of chemical structure from JPG to Chemdraw, TIF format via Chemedit software

● Uploading of completed files to server

● Proofing and editing of completed files for accuracy H and R Block (Seasonal), Lansdale, PA December 2010 – February 2013 Customer Service Professional

● Front Desk/Receptionist duties

● Answered telephones

● Scheduled all appointments via Appointment Manager

● Distributed appointments/walk-ins to appropriate tax professionals Air Wisconsin Airlines Corporation, Philadelphia, PA September 2009 – May 20110 Technical Stores Clerk

● Maintained and properly stored parts and equipment used to repair and maintain fleet of Bombardier CRJ-200 Aircraft

● Communicated effectively with maintenance control department to provide parts and materials needed for appropriate repair to other stations

● Provided and completed regularly scheduled cycle counts as to inventory and replace below minimum components

● Completed necessary HAZMAT paperwork as per FCC regulations

● Communicated VIA email and telephone to provide necessary information regarding transfers of appropriate parts and equipment

● Utilized UPS Worldship and Fedex online to schedule and track shipments

● Distributed and logged in/out tools and materials to maintenance mechanics

● Pulled and restocked parts in anticipation of scheduled aircraft maintenance Dicks Sporting Goods, Montgomeryville, PA May 2008 – May 2009 Customer Service Associate

● Approached and greeted customers in order to provide excellent customer service

● Built in-store fixtures as per appropriate paperwork formatting

● Stocked and restocked shelves and displays as per projected sale goals

● Completed daily inventory of high end baseball bats and other equipment

● Strung and re-strung tennis rackets by customer’s request

● Communicated via wireless telephone to retrieve merchandise requested by customer

● Created and displayed sales signage in accordance with weekly sales circular Route 611 Auto Outlet, Willow Grove, PA December 2004 – March 2006 Internet Sales Specialist

● Maintained and updated online vehicle inventory via EBAY, Cars.com, and Autotrader.com

● Completed and prepared state and local PENNDOT paperwork for each vehicle sold, financed, and received on trade

● Communicated via email and telephone to schedule vehicle showings and appointment

● Maintained, mailed, and updated vehicle titles to reflect proper ownership, mileage, and information EDUCATION HISTORY

Eastern Center for Arts and Technology, Willow Grove, PA

● Certificate in Collision repair – Painters Helper 2004 Bucks County Community College, Newtown, PA

● Diploma 2005

Montgomery Community College, Blue Bell, PA