**[Data Entry Clerk](https://www.postjobfree.com/resume/ad05p0/data-entry-clerk-ashburn-va)**

**Location:**Ashburn, VA

**Posted:**November 14, 2023

**Contact Info:**

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Job Description (optional) 



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**Resume:**

Deborah White

Dallas,Texas 75287

Cell Phome 469-658-9643

MSWHITE78@YAHOO.COM

Data Entry Clerk

Summary of Qualifications

Looking for a challenging opportunity with my skills and experience in the Billing area where I can utilize my diverse skills and experience in the Accounts Receivable and Payable . Software experience excel, word, power point, Peach Tree Oracle. Monthly Reports, Daily Reports, SAP, Balance accounts, data entry .Auditor Accounts .

Adecco Temp Services Dallas, Texas

Accounting Clerk

07-05 to Present Citi Mortgage 06 / 11 to 09/11, Met Life 06/11 to 12/11, T.U.Electric 01/12 to 01/13,First Data 04/13 to 05/13. 07/13 to 08/13 Scanning for Matherson.

Remitting invoicing, filing invoices,making label for files, calculate of invoice, calling stores, typing entry,entry postal full and partial payments, passing out medical Paper work to clerks, pulling medical information, using a stamp machine to mail Medical information.Paying Invoice,answer Phone and directing Calls to and from direct area also Audit accounts as needed.

Dallas County Sheriff ‘s Department Dallas, Texas

County Clerk

12-02 to 07-05

Handled both dial-out phone contacts with tact and professionalism utilized proprietary software for entering customer information into a computerized

Database. Filing, calculate time, pulling reports.

Dicker Staffing Dallas, Texas

04-00 to 12-02

Processing Payments and retrieved phone number also Addresses from the Company database . Picking up mail and calculate payments, doing daily reports and monthly

Reports . filing of personnel information, in case of any up date,calling stores retrieved, verifying production in stores, retrieved paper work to put into data base for future reference on accounts balance accounts on payment,Posting payment on accounts as needed, changer payment, sending payment amounts

To customer for payment.

Education

ATI-Career Training Dallas, Texas

06-04 to 08-05

Business Administration Technology Certification

Richland College Dallas, Texas

04-93 to 04-93

Secretarial Studies Certification

CDI Dallas, Texas

06-92 to 10-92

Business Computer Skill