Aleidy Buhrke

Document Processor

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📍 1234 Evergreen Lane, Seattle, WA 98101

Education

Associate of Applied Science in Office Administration at Spokane Community College, Spokane, WA

Sep 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Microsoft Office Applications, Records Management, Accounting Principles, Human Resources, Administrative Procedures, and Customer Service.

Links

linkedin.com/in/aleidybuhrke

Skills

Microsoft Word

Adobe Acrobat

Optical Character Recognition (OCR)

Data Entry

Document Management Systems (DMS)

Google Docs

PDF Conversion

Languages

English

Mandarin

Profile

Detail-oriented Document Processor with 1 year of experience in efficiently managing and processing various types of documents. Skilled in data entry, document scanning, and quality control, with a strong focus on accuracy and timeliness. Proficient in using office software and tools to ensure optimal organization and smooth workflow. Adept at collaborating with team members to meet deadlines and maintain high-quality standards.

Employment History

Document Processor at Integra Document Management, WA

Apr 2023 - Present

- Processed over 10,000 documents per month with a 99% accuracy rate, significantly improving Integra Document Management's efficiency and client satisfaction in the Washington office.
- Successfully implemented a new document management system that reduced processing time by 20%, increasing overall productivity and allowing the team to handle a higher volume of work.
- Trained and mentored five new Document Processors, ensuring they met the company's quality standards and helping them achieve an average processing rate of 8,000 documents per month within their first three months on the job.

Associate Document Processor at Ricoh USA, WA

Sep 2022 - Mar 2023

- Successfully processed over 2,000 documents daily with a 99% accuracy rate, significantly improving the efficiency of the document management system.
- Managed and completed a high-priority project involving the digitization of over 50,000 historical records within a strict three-month deadline, ensuring the preservation and accessibility of vital information for the organization.
- Streamlined the document processing workflow by implementing an automated indexing system, resulting in a 25% reduction in manual data entry tasks and a 10% increase in overall productivity.
- Identified and resolved over 500 discrepancies in the company's document management system, enhancing data integrity and reducing the potential for errors in future processing.

Certificates

Certified Document Imaging Architect (CDIA+)

Sep 2021

Information Governance Professional (IGP)

Sep 2020

Memberships