

JOHN PANIAN

3190 Gardenia St.
Golden, CO 80401

Website: <http://jpprofile.com>

Phone: 720-891-1881
email: jpanian1485@gmail.com

Objective

Seeking a temporary or temp-to-hire information processing or data analysis position utilizing my past experience as a professional geologist in research, energy and environmental fields.

Professional Profile

I've developed computer models of various geologic processes as a research associate. My duties as a geoscientist in the energy industry involved computer modelling of oil well stability analysis. My responsibilities with environmental consulting firms included data gathering and analysis of environmental impact studies of industrial and commercial properties. All of these required organization, analysis and interpretation of datasets. Proficiency with spreadsheet and database software, such as Microsoft Excel and Access was essential. It was vital that I clearly presented study results in both written reports and oral presentations. I am detail-oriented, quality focused, and can work well under pressure with minimal supervision.

Work Experience:

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|--|--|--------------------------|
| Data Entry Operator | <i>Quest Diagnostics, Denver, CO</i> | 09/2022 - Present |
| <ul style="list-style-type: none">• Search and identify invoiced lab test data from individual test requisitions and results files contained within Outlook and other inhouse databases. Verify and input patient personal and test data into inhouse databases. | | |
| Postal Support Clerk | <i>U.S. Postal Service, Golden, CO</i> | 03/2020 - 11/2020 |
| <ul style="list-style-type: none">• Overseeing loading dock for mail drop off and processing; upkeep of dock area; sorting parcels to delivery routes. | | |
| Data Entry Specialist | <i>Eating Recovery Centers, Chicago, IL</i> | 02/2020 - 03/2020 |
| <ul style="list-style-type: none">• Remote input/update of staff and client data into a behavioral health EMR (AURA). | | |
| Golf Cart Attendant | <i>Applewood Golf Course, Golden, CO</i> | 08/2019 - 02/2020 |
| <ul style="list-style-type: none">• Servicing of golf carts and maintaining driving range. | | |
| Household Caretaker | <i>Golden, CO</i> | 08/2015 - 08/2019 |
| <ul style="list-style-type: none">• Maintenance of household including remodeling of flooring, ceiling and painting.• Meal planning and preparation; catering for small events (up to 30 persons).• Landscaping/lawn care and snow removal. | | |
| Data Entry Clerk | <i>Adams 12 Five Star School District, Thronton, CO</i> | 07/2015 - 08/2015 |
| <ul style="list-style-type: none">• Input/update household student data and records release authorization for KG-12 students enrolled in Adams county public schools for the 2015/16 academic year. | | |
| Data Entry Clerk | <i>Quest Diagnostics, Denver, CO</i> | 04/2015 - 05/2015 |
| <ul style="list-style-type: none">• Input data from standardized forms of individual personal data and testing parameters for blood sample analyses. | | |

Computer Skills:

- Excel (VBA Programming, Macros, Forms, Pivot Tables, Dashboards)
- Access (VBA Programming, Macros, Forms, Dashboards , working knowledge SQL programming)
- MS Office: Outlook, Word, PowerPoint