

Palmer Lovett, Scanning Clerk ***(and the need for paper)***

What is not printed is unborn; what is unscanned merely mortal. We print to give life to data and scan to immortalize the fragile paper. Unprinted data is ugly and impractical for human consumption but lightweight and legible for computers executing advanced queries. An organization seeks to store data in order to view or print it quickly when called upon.

Finding the balance between paper and data offers a few immediate challenges: scanning accuracy, effective indexing and efficient workflows.

The accuracy of data determines its quality. A healthy organization is confident that data-scanned represents the original document with integrity.

Effective indexing is essential for quick retrieval by multiple queries. Selecting keywords, writing tags and curating meta-data allow users to execute pinpoint searches and browse groups of similar documents.

Finally it is important to prioritize workflow over obsessive perfectionism. While the former challenges are important they are of little use if a team cannot process the continuous generation of documents that will need indexing. Perfect data is worthless if incomplete or behind.

Qualifications

- experience with relational sequel databases
- understanding of file structures, data indexing, and advanced queries
- working specifically with web based cloud softwares
- literal and analytical organizational skills that make sense to both computers and people
- 10+ years in the workforce, including:
 - web development, sales, customer service
 - information technology / webtech support
 - self-employment and freelancing

My Unique Ability

- an interest in both analog and digital forms of information and how the two intersect
- innovative working methods to maximize productivity
- transferring information from people to computers and from computers to people
- troubleshooting complex, interconnected systems
- strong written communication skills