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## ACCURACY IS THE NAME OF HIS GAME WENDY DOSCHER-SMITH

Rui Estevez is the ultimate paper pusher.

Prepping, scanning, coding. Prepping, scanning, coding. Prepping, scanning, coding. And so it goes. Every day filled with thousands of sheets of paper and mountains of documents, waiting to be organized.

As a document analyst at Fort Lauderdale-based American Document Management, Rui acts as part of a team organizing, condensing and simplifying documents for attorneys, insurance companies and physicians. The company does work for the corporate, private and government sectors. The team transfers hefty documents, ranging from 1,000 pages to tens of thousands of pages, onto CDs, so the client can easily access information.

Instead of clients shuffling through hundreds of boxes, Estevez and his co-workers do the work for them. It takes four document analysts one hour to transfer a 2,000-page document onto eight to 10 CDs.

The papers are manually sorted and scanned and then coded using specialized software. Team members double-check each other's work for accuracy, and there is close to zero tolerance for mistakes. Estevez says he has even been sleeping more hours nightly since he joined the company in May just so he can be on top of the job.

Clients ``need that info at their finger tips," Estevez says. ``So it has to be 100 percent accurate."

Once the information is input, the clients can use keywords to quickly locate information, saving them hours of drudgery. Although Estevez worked as a computer technical supporter previously, it is his passion for detail and his meticulous nature that enable him to do the job well. The same fastidiousness that motivates him to keep a spotless house, motivates him to scrutinize every page for errors.

Estevez enjoys the teamwork and working in a family-like atmosphere. Plus, he really seems to love it and has an appreciation for the time it saves his clients.

``It is! great to see those boxes coming in," Estevez says. ``It's nice to lo ok outside and see a beautiful, sunny day and think somewhere out there on the golf course or on a boat, a client is there and having a nice day [because of our work]."

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