

Robert Smith

Archives Technician II

PERSONAL STATEMENT

A highly organized and friendly professional, able to establish long-term, positive and fun relationships with clients, co-workers and outside resources. Examines for content, and identifies and selects significant concepts and characteristics to be recorded for use in automated retrieval

WORK EXPERIENCE

Archives Technician II

ABC Corporation - February 2012 - September 2012

Responsibilities:

- Scanned all company documents into an online patient account database for future reference.
- Audited the oxygen tanks history to ensure they are correct at all times for FDA compliance.
- Properly label and shelve boxes in Archives stacks.
- Reviewed and updated records within the HMS database that needed to be reconciled with the database located in the address system.
- Used judgment to determine the correct information to be recorded in the system and enters information into the database.
- Withdrew referred records and exempted records as appropriate.
- Created and filed appropriate withdrawal notices associated with these actions.

Archives Technician

Delta Corporation - 2007 - 2012

Responsibilities:

- Receive telephone calls, provide information, and direct calls and visitors to appropriate officials Prepare correspondence of reports, requisitions, .
- Working with numerous types of files and boxes, working as part as a team, standing and lifting 25 lb or more boxes for 8 or more hours a day.
- Climbing ladders with files.
- Work with people who pick up and drop off shipments of records and assist in placing the records in their proper destination.
- Performed standard requirements of re-files, interfiles & searching records Supported Office Administrative duties including answering calls, .
- Historic preservation, customer service, answering phone calls and emails, research desk operator.
- Historic preservation, preparing projects for customer viewing, customer service, shelving materials.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office, Excel,
Word, Powerpoint.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Certification in Fitness - (Issa, AFFA, Apollo college - Albuquerque, NM)