

ROBERT SMITH

Custodian of records

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a Custodian of records position within the that will utilize my excellent customer service skills, my proven leadership and teamwork capabilities, and my computer skills; that may allow for growth and career advancement within the company.

EXPERIENCE

Custodian of records

ABC Corporation - NOVEMBER 2008 - 2012

- Accepted increasing responsibility demonstrating flexibility and ability to learn quickly.
- Accustomed to fast-paced, high-pressured positions, demonstrated ability to prioritize multiple tasks, meet deadlines, and provide quality service.
- Acquired excellent communication and interpersonal skills with the public and coworkers.
- Answered staff inquiries and advised personnel on administrative and clerical matters.
- Skilled data processor, skilled in multiple filing methods, performed bookkeeping, purged, and archived files, spoke in a clear and professional manner with clientele, kept records, and created maintained current and archived database files.
- Proven ability to effectively multitask in all situations.
- Provided clerical support, assisting with faxing, filing, and copying projects.

Custodian of records

Delta Corporation - 2007 - 2008

- Responsible and Accountable for the authenticity of all customer records that leave Virgin Mobile USA.
- In charge of testing and checking to ensure all records are being maintained properly and can be produced correctly.
- Testified as an expert witness in criminal legal proceedings in federal and state court more than 20 times across the country.
- Acted as the 911 emergency contact for Virgin Mobile USA during normal business hours.
- Print records, respond to emails, file requests, put records with requests Accomplishments I can multi task for my job Skills Used I have traveled to .
- Assembled surgical charts and performed quality control checks on 450 - 600 surgical charts each month.
- Prepared the medical records department for the reaccreditation

audit, passing it with no discrepancies.

EDUCATION

- Bachelor Of Science

SKILLS

Customer Service, Leadership Development, Teamwork, Workers Compensation, Management, Supervisor, Administrative Assistant, Customer Relations, Medical Terminology, Epic, Insurance Verification, Word, Excel, Powerpoint, Medical Records, Hipaa.