

Robert Smith

Custodian of records

PERSONAL STATEMENT

As a Custodian Of Records, responsible for maintaining and updating safety training records and safety data sheets to ensure safety compliance comprehension, Documenting and maintaining a minimum inventory of custodial supplies.

WORK EXPERIENCE

Custodian of records

ABC Corporation - 2015 - 2021

Responsibilities:

- Started new projects and organized them into the job they are today.
- Kept many people from going to court because of my abilities to satisfy attorneys needs outside of court.
- Partner with unemployment and workers compensation requests.
- Monitored facility use by individuals.
- Provided leadership and technical assistance to staff and patrons.
- Observed, responded to and reported unusual occurrences.
- Served as resource for emergency personnel.

Custodian of records

Delta Corporation - 2008 - 2012

Responsibilities:

- Reasearch their Database, Retrieve files for Lawyers and customers and Insurance Companies.
- Also worked in the file room.
- copying and release of information.
- 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 .
- Reviewed Accounts placed into litigation process.
- Orchestrated team training seminar.
- Verified records, answered unemployment claims, conduct worksite client seminars and classes.

Education

Bachelors

CONTACT DETAILS

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

SKILLS

Computer Skills,
Monitoring Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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