

Document Retrieval Specialist

ROBERT SMITH

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Objective

Exploring employment opportunities as team player. Organizational abilities combined with my strong interpersonal skills and work ethic would greatly benefit the work environment at your company. Experiences within an office setting have more than adequately prepared me for the demands and responsibilities of a professional team player.

Skills

Microsoft Office, Quickbooks.

Work Experience

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ABC Corporation - May 2011 - 2021

- Contacted facility and input conversation into computer system on a daily basis.
- Made regular and persistent phone calls and/or other means of contact with each custodian to complete each order timely.
- Received and processed all incoming records for quality and accuracy.
- Maintained and organized all orders assigned.
- Assisted with clerical duties as needed and assigned by the Supervisor.
- Escalated the level of communication with custodian as order approaches due date and send proper notices to each location to elicit production of records in accordance with procedure Forward work orders to appropriate departments in a timely manner.
- Maintained an organized rotation of all work orders in possession to ensure orders are called according to priority.

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Delta Corporation - 2010 - 2011

- Assigned to Fidelity's Document Storage Warehouse.
- Compliance Resolve customer issues Clarification of customer advertisement for Studio Artists Supply Studio artists with information needed to .
- Responsible for incoming and outgoing mail Obtaining copies of police reports for insurance companies Making and receiving calls to and from police .
- Managed a specified territory to obtain needed financial documents.
- Negotiated with Abstractors to obtain documents on site at the best price possible.
- Supported the organizational goals for HIPAA, Corporate Compliance, and MSA Corporate financial goals Reduced revenue on hold by logging.
- Inbound/ outbound calls made as third party for Citibank Mortgage Corporation connecting with existing mortgage clients for several different .

Education

Associates In Business Operations