

ROBERT SMITH

Document Retrieval Specialist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

To obtain a Document Retrieval Specialist position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

SKILLS

Pricing, Inventory Management, Customer Relations, Problem Solving.

WORK EXPERIENCE

Document Retrieval Specialist

ABC Corporation - May 2012 – May 2013

- Provided home documents to attorneys that were sending homes into foreclosure.
- Managed customer and employee issues first hand.
- Properly executed closing and opening shift procedures.
- Worked along side the General Manager to resolve any problems we came across in the store.
- Provided excellent customer service.
- Attended a two-week intensive training course to become a Certified Sandwich Master.
- Provided excellent customer service to every person who walked in the door.

Document Retrieval Specialist

Delta Corporation - 2007 – 2012

- Scanned, filed, copied, and faxed documents Prepared different assignments for mortgage companies Provided various services for different lenders .
- Pulled requested documents for clients & - Researched using different systems & - Working in a fast pace environment & Clerical and filing.
- Administration for Children Services) Performed an audit for (ACS) to make sure families was receiving proper services Retrieved various court .
- Collections Specialist (2011-2012), Homeowner Support Specialist (2012-2013), and Document Retrieval Specialist (2013-2014) Responsibilities Assist .
- Help consumer with eating, grooming, dressing, bathing, and toileting Assist consumer with their mobility including lifting them from a seated or .
- Help consumer develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, teach work-related skills .
- Serve as mentor, coach the consumer using approved techniques and strategies, use approved physical intervention techniques when necessary to protect .

SCHOLASTICS

- Diploma