

ROBERT SMITH

Evidence Technician

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

Motivated individual with demonstrated proficiency in listening to client needs, conducting accounts payable functions, and accounting/reporting in both financial and pharmaceutical capacities. Core values of honesty, integrity and perseverance, integrate seamlessly with colleagues across all lines of business and various backgrounds and cultures. Respected for maintaining a professional and positive demeanor, regardless of the situation.

EXPERIENCE

Evidence Technician

ABC Corporation - JANUARY 1997 - DECEMBER 1997

- Had to determine if further testing needed to be conducted and submit it to the proper authority.
- Recorded retention and disposal, forms inventory, format and update Standard Operating Procedures, log evidence in FA LIMS, send out laboratory.
- Prepared samples for laboratory testing, initiated work orders.
- Sorted and disposed of evidence according to regulations Operate computer system for evidence processing Document imaging Maintain confidentiality.
- Maintained the chain of custody for over 60,000 items held in evidence Reduced evidence disposition backlog over 40% by implementing new follow-up.
- Applied deductive reasoning to generate relative information from numerous reports to address inventory discrepancies.
- Led the planning and execution of inventory control, achieving a 0% exception as one of the largest field offices within the country.

Evidence Technician

Delta Corporation - 1995 - 1997

- Columbus, MS! Responsible for evidence intake, item flow, and release! Organization and maintenance of three evidence vaults! Conducting evidence.
- Carefully unloaded and secured weapons to then be cataloged by serial numbers as evidence presented by various classified law enforcement agencies.
- Program to record detailed information regarding the condition, serial number, and all relevant case information of the item (s) prior to storing.
- Supervisory and management skills Able to maintain discretion and confidentiality.
- Management of onsite and offsite storage of all evidence Maintenance of highly organized and secure evidence room Receive

incoming evidence.

- Track data on evidence logs and verify that data counts are consistent with internal records.
- Monitor and log in all electronic/FTP based deliveries to the firm from clients, vendors, third party clients, and other Stroz offices to ensure.

EDUCATION

- G.E.D

SKILLS

Proficient Microsoft Office And Dynamics, Research Software, Type 50/WPM, POS Computer Programs, Talented At Multitasking.