

WILLIAM PEREZ

Records Administrator

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PROFESSIONAL SUMMARY

Dedicated Records Administrator with two years of experience in managing document retention and ensuring compliance with records policies. Proficient in organizing both digital and physical records for secure and efficient retrieval. Committed to enhancing operational efficiency and supporting team objectives through effective record-keeping practices.

WORK EXPERIENCE

Records Administrator

📅 Mar / 2024-Ongoing
📍 Santa Monica, CA

Seaside Innovations

1. Monitored and maintained accurate records of incoming and outgoing files to ensure compliance with retention schedules.
2. Executed data cleanup initiatives, enhancing the integrity of the records database for system upgrades.
3. Reviewed and organized files for destruction or permanent withdrawal in accordance with company policy.
4. Created detailed logs for all new files archived and managed the transfer of records to storage facilities.
5. Implemented a request tracking system to monitor departmental workflow and ensure timely completion of tasks.
6. Utilized Microsoft Access to track and manage case files, ensuring accurate data entry and retrieval.
7. Collaborated with team members to improve records management processes and address operational challenges.

Records Administrator

📅 Mar / 2023-Mar / 2024
📍 Phoenix, AZ

Cactus Creek Solutions

1. Indexed and maintained seismic and technical data following set guidelines for efficient retrieval.
2. Learned and applied processes for integrating backlog data into technical records systems.
3. Organized and created new folders for incoming data, ensuring compliance with filing requirements.
4. Handled inquiries from staff regarding records and assisted in resolving data entry errors.
5. Served as point of contact for external IT consultants regarding records management systems.
6. Coordinated information exchange between departments to enhance communication and workflow.

EDUCATION

Bachelor of Science in Business Administration

📅 Mar / 2022-Mar / 2023
📍 Portland, OR

University of Phoenix

Focused on management principles, including records management and data analysis.

SKILLS



ACHIEVEMENTS

- ★ Streamlined document storage processes, reducing retrieval time by 30%.
- ★ Successfully implemented a new tracking system for archived records, improving accuracy by 25%.
- ★ Conducted audits of records leading to a 15% reduction in compliance issues.