

Robert Smith

Records Administrator

CONTACT DETAILS

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

SKILLS

Microsoft Outlook,
PeopleSoft, QuickBooks.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Organized, thorough Records Administrator professional with extensive experience working with executive-level personnel. Advanced in PowerPoint presentations, Microsoft Office, maintaining daily calendars, and scheduling meetings. Experienced in all aspects of travel arrangements, both domestic and international, preparing company travel forms, visa and passport applications, check requests, and expense reports.

WORK EXPERIENCE

Records Administrator **ABC Corporation - 2005 - 2005**

Responsibilities:

- Tracked the progress of patents and trademarks by identifying correspondence from patent offices, interpreting data, and subsequently creating and managing patent files using CPI, CMI, & DM databases.
- Verified input data against source data ensuring accuracy.
- Verified deadlines as properly docketed; updating information in CPI as needed; Utilizing the DM and other sources including the USPTO, TSDR & WIPO websites to verify the information.
- Verified input data ensuring accuracy; verify deadlines as properly docketed; update information in CPI as needed; Utilizing the DM and other sources to verify information; correct Patent info sheet as needed.
- Verified/Audited intake cases.
- Processed CMI requests; including opening CPI records and physical files (US patents & trademarks) docket actions due dates.
- Updated information as needed.

Records Administrator **Delta Corporation - 2000 - 2005**

Responsibilities:

- Organized, conducted, processed and tracked hiring/interviews events activities associated with the Manufacturing and Quality organization.
- Participated in all aspects of team activity and was assigned a specific work package as their primary responsibilities for the M&Q hiring process.
- Conducted data and stat analysis for the acquisition process, Managed a daily schedule that supports the hiring activity.
- Proficient with MS Office Suite and Access Database application.
- Statistical analysis, metric reporting, and recruiting of events.
- Responsibilities included, but not limited to, the handling of all highly confidential records for the legal department.
- SharePoint; Document Control; records management; archiving; migration; daily filing and compliance; creating labels; classifying data; PDFs, OCR .

Education

High School Diploma