

# ROBERT SMITH

## Records Analyst I

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### SUMMARY

Records Analyst I with 14 years of experience. Responsible for leading the Records & Information Management (RIM) Program within the department, including all tasks associated with the RIM strategy, the Retention Policy & Schedule, and training. Seeking a key position as a Records and Information Manager to develop, implement and complete project task initiatives while working in alignment with the organizational strategic plan.

### SKILLS

Microsoft Office, Windows, Excel, PowerPoint, Access, Concordance, Summation, FileNet, Legal Trax, Legal Key, Lotus Notes, Peachtree, QuickBooks

### WORK EXPERIENCE

#### Records Analyst I

Joes Consulting Services - March 2004 – Present

- Accomplishing daily reviews of the document management repository, eLibrary, to ensure updates are accomplished in accordance with established standards.
- Liaisoning with document Custodians and end users. Monitoring organizational inbox for action items.
- Monitoring the new SharePoint sites and activity within existing sites to ensure document management standardization across PlainsConnect.
- Monitoring the employee use of eLibrary and assisting in company-wide SharePoint system updates where necessary.
- Providing reports for the tracking and closure of all open workflows and other available metrics within eLibrary.
- Providing technical and organizational support to other departments as needed to support continuous improvement of documents within the repository.
- Consolidating monthly and annual metrics for reviews of document procedures, to include interfacing with metrics implemented with the Operations Management System.

#### Records Analyst

ABC Corp - 2000 – 2004

- Coordinated workflow and is responsible for prioritization of personal workload on a daily basis.
- Prepared new records, following department procedures.
- Edited and tracked existing records, including researching information on file activity history, by utilizing records management system reports.
- Under direction from the Records Compliance and Disposition Coordinator (RCDC) and in accordance with the Firm's retention policy, reviewed emails, and records eligible for disposal or final disposition.

- Followed records disposal procedures for communicating with responsible attorneys, clients, vendors and IT as appropriate.
- Assisted Records Mobility Coordinator (RMC) with the review and release of designated client records (including email, physical and electronic) for transfer out of the Firm.
- Assisted with the preparation and shipment of records packages to customers for leased/sold engines and other Company equipment.

## SCHOLASTICS

- Bachelor Of Science in interdisciplinary Studies - June 1997(New York Institute Of Technology - Old Westbury, NY )Associates in Applied Science in individualized Studies - May 1992(Cazenovia College - Cazenovia, NY )