

ROBERT SMITH

Sr. Records Analyst

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Sr. Records Analyst with over 7 years of Records Management and system administrator skills. Experience in managing electronic records and administering the full life cycle of records for a corporation as well as for a local government. Advanced skills in creating Access databases to automate data for tracking purposes. Excellent customer service skills in processing a local government public information requests in a timely manner.

2010 - APRIL 2018

SR. RECORDS ANALYST - CITY OF MCKINNEY

- Under the general supervision of the information technology department, coordinated, and monitored the city records management activities including training and city-wide compliance.
- Provided supports to all departments by developing and implementing the city records management program, performed related tasks as assigned.
- Directed the approval of expired city records to destruction, according to statutory requirements.
- Handled numerous public information requests from citizens and departments.
- Resolved any concerns and escalated disclosure exceptions to the city attorney to ensure the city has fulfilled their responsibilities.
- Acted as a liaison with IT, Legal and City Manager office to ensure policies are established to mitigate the city of McKinney risks and exposure.
- Managed and updated the records management policies and procedures with guidelines of federal and state laws and local codes.

2010 - 2010

RECORDS ANALYST - ABC CORP

- Performed all basic functions of the Records Management department, including inventory and index of physical and electronic records.
- Updated various databases such as board and commission, police department open records request to ensure all fields are maintained.
- Created databases to retain all record metadata in a centralized repository and to ensure the tracking of all cartons are maintained and archived.
- Coordinated and processes public information requests to include providing forms, review for approving, research cost involved and consultation with the city attorney.
- Maintained systems to meet administrative, legal, and compliance requirements.
- Provided technical expertise and communicate requirements to IT, internal business personnel, and outside vendors.

- Served as a subject matter expert to internal clients and team members by refining requests and identifying sources to meet business needs.

EDUCATION

Certification - 2009 (Valencia Community College - Orlando, FL)Certification in Training And Development - (Collin County Community College)Texas Attorney General Conference - (Texas State Library Training)

SKILLS

Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), SharePoint, PeopleSoft, FileNet, Knowledge Lake ECM, Kodak Scanners, Kronos