

ROBERT SMITH

Records Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly responsible and dependable Records Analyst with the instinctual ability for marketing, legal, and business solutions. Innovative and enthusiastic marketing professional with experience presenting projects, leading teams, training, planning meetings, organizing data, marketing products, providing customer service, generating retail sales, and performing professional administrative functions.

CORE COMPETENCIES

SAP, Excel, Word, Great Plains, Acrobat Professional, Outlook, Hyperion, Sharepoint

PROFESSIONAL EXPERIENCE

Records Analyst

Austin Energy - December 2013 – Present

Key Deliverables:

- Reviewing, researching, and amending the departmental control schedule in conjunction with the city of Austin and Texas state library retention schedules.
- Creating and implementing the RIM policy and procedure manual centered around roles and responsibilities, RIM services, records creation preservation and disposition, acceptable storage formats, email management, personal and share drive management, application (in-house, third party, and cloud) management, social media management, holds, employee separation, vital records and disaster recovery, on-site and off-site storage, filing scheme, taxonomy and versioning, training, audit, and security.
- Management of 67 Records Management Team (RMT) coordinators and liaisons to ensure RIM compliance deliverables are administered to divisional staff and completed.
- Partnered with the office of the city clerk to complete 10 steps to creating a records management program.
- Collaborated with the IT division to review and retire applications, systems, and tools pursuant to the disposition process.
- Developing the audit and compliance tracking and reporting mechanisms.
- `#{job_description7}`

Records Analyst

ABC Corp - October 2012 – December 2013

Key Deliverables:

- Responsible for the assessment, redevelopment, and implementation of the departmental records management program.
- Recommended, analyzed, and assisted in the selection process for departmental electronic records and information management system.

ROBERT SMITH

Records Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Responded to staff requests for records research, orders, delivery and pick-up, uploads, and database training.
- Adhered to quality control standards and practices.
- Created and delivered the training and promotional materials on the use of records management systems and program compliance.
- Maintained records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

MM - December 1998 to September 2001(University Of Amsterdam)BA in Music Composition - September 1995 to December 1998(the University Of Texas At Arlington - Arlington, TX)

