

Robert Smith

Records Analyst

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Friendly and enthusiastic Records Analyst with excellent communication and time management skills. Proactive and organized with a passionate commitment to excellence. Handles tasks with accuracy and efficiency, all while fostering a positive energy. Highly developed interpersonal skills. Self-motivated to ably coordinate daily office functions. Familiar with computer operation.

SKILLS

Digital Media, Electronic Records Management, Electronic Records Disposition, Metadata, Record Storage, Customer Service, Retention Schedules

WORK EXPERIENCE

Records Analyst

Capital Cargo International Airlines - February 2010 - June 2012

Responsibilities:

- Served as a Records Analyst for cargo airlines in the maintenance department.
- Maintained all maintenance records received into aircraft records to the AMIS system by the appropriate personnel on a daily basis.
- Maintained all maintenance records received into aircraft records are entered into the AMIS system by the appropriate personnel on a daily basis.
- Reviewed the loading of hours/cycles on a daily basis to ensure that they are accurate.
- Responsible for reviewing the maintenance paperwork packages for accuracy and accurate sign-offs as outlined in the GMM and applicable regulations.
- Responsible for accurately tracking all serialized components on the aircraft per CCIA maintenance and inspection program and the maintenance time limits manual.
- Maintained familiarity and proper airworthiness of time-controlled items as outlined in the GMM.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Records Analyst

ABC Corp - September 2007 - January 2009

Responsibilities:

- Prepared files for storage offsite and retrieve files and boxes from offsite storage.
- Maintained the central records shelves for misfiles, shifting and archiving.
- Managed the synchronization, downloading/uploading and troubleshooting of the barcode scan guns.
- Ensured the folder status for all shelved and archived folders for the Seattle office is accurately recorded in the records database.
- Picked up boxes ready for archive and perform periodic sweeps to pick up folders being returned to onsite or offsite storage, meeting the published service level agreement.
- Validated inventory of inbound client/matter folder transfers.
- Assisted with outbound client/matter folder transfers.

REFERENCES

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

Education

Business Administration - 2004(BERGEN COMMUNITY COLLEGE -
Paramus, NJ)