

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Records Analyst

SUMMARY

Detailed oriented Records Analyst with proven strengths in time management, organization, communication and managing multiple projects simultaneously. Exceptional problem solving and analytical skills, allowing for the ability to effectively perform in a fast-paced environment. Skilled at learning new concepts quickly. Extensive computer training, proficient in Microsoft Office. Ability to lead and contribute to process improvement programs and initiatives.

SKILLS

People Soft, HRPROD, MS Office, Lotus 1-2-3 And Dbase And WordPerfect, Outlook, FACETS, Visual CACTUS, Microsoft Office

WORK EXPERIENCE

Records Analyst

Blue Cross Blue Shield Of Mi - May 2009 - Present

- Responsible for assessing and updating the corporate records and information management policy and retention schedule.
- Supporting the Blunite move project by conducting record assessments and evaluations to ensure that the departments that were moving were aligned with the key corporate metrics to decrease the overall paper storage by 30%.
- Monitoring, analyzing and identifying the archived records that are eligible for disposition from archive storage to increase cost savings with our offsite storage vendor.
- Reviewing and revising the Records Analyst process and procedures to identify an approach to update and streamline internal processes.
- Led the transition of 75,000 records from one archive storage vendor to a new vendor.
- Servicing the entire corporation in the efforts to effectively and accurately archive and destroy records according to federal and state regulations.
- Successfully identified the bottlenecks and redundancies that existed within the enterprise records and information management department which led to acquiring a more robust integrated records management software tool.

Records Analyst

Blue Care Network - October 2007 - January 2009

- Responsible for the file closing processes for records to be shipped offsite
- Used automated records software to search and retrieve files from offsite and makes use of firm scanners and barcodes to track files.
- Assisted secretaries with updates to existing file information.
- Processed all previously retrieved closed files to be sent back to an offsite storage facility.
- Researched location of files upon request.
- Interacted with secretaries, administrators, and attorneys on a daily basis to ensure prompt resolution of issues and questions concerning file retrieval, offsite storage, and records data.
- Assisted Finance/ Accounting with various tasks related to processing and archiving client bills.

EDUCATION

M.B.A. in Management - January 2005 to May 2006(Walsh College - Novi, MI)B.B.A. in Management - August 2002 to May 2004(Davenport University - Dearborn, MI)Business Management - 1995 to 1996(Wayne County Community College - Detroit, MI)Business Management - 1992 to 1994(Ferris State University - Big Rapids, MI)High School Diploma - 1988 to 1992(Detroit Northern High School - Detroit, MI)