Robert Smith

Records Coordinator II

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Records Management, Student Support.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Records Management and Document archiving in a fast-paced environment. Scanning equipment, networking, and software troubleshooting. Strategic planning, execution, and supervision of production work. Quality control and contract compliance.

WORK EXPERIENCE

Records Coordinator II

DOCUXCEL / J&J HEALTHCARE SYSTEMS - March 2010 – May 2019

Responsibilities:

- Update and enter vital records info to Document Management system and apply necessary retention holds per compliance.
- Perform Records Transfers, Disaster Recovery, Tape Management responsibilities vital for business continuity.
- Monitor and maintain scanning operations to ensure quality output by prepping, scanning, inspecting, compiling, and organizing critical documents.
- Manage electronic/physical document retrievals in accordance with departmental policies and procedures to assist with associate/client needs.
- Engage in biweekly shredding of corporate materials as per compliance requirements.
- Organize document pickup and retrievals from the offsite facility in accordance with departmental work instructions.
- Create and update Work Instructions/SOPs per department tasks critical to business continuity.

Records Coordinator

ABC Corporation - 2006 – 2010

Responsibilities:

- Assisted other departments with Spanish language translation, including calls & e-mails.
- Responded appropriately to members medically related questions.
- Translated and edited informational brochures, pamphlets, and booklets for Patient Services, Marketing, and Communications departments.
- Received many appreciative comments for reliability and thorough content.
- Requested by CEO to translate a book on Stem Cell Transplantation.
- Assumed educational responsibilities for team members in areas of member phone contact/translation, correspondence, and data entry.
- Acknowledged as a "true asset to our department, " and the "first to respond to volunteer requests".

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Education

Diploma- (Baruch College - New York, NY)

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