

# Robert Smith

## Records Management Analyst

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### SUMMARY

Seeking a full-time professional and rewarding career, where I can utilize my customer service, organizational, and communication skills to contribute to the growth of the company or corporation.

### SKILLS

Maintenance Skills, Training Skills.

### WORK EXPERIENCE

#### Records Management Analyst

ABC Corporation - 2015 - 2015

- Updated information in the electronic document management system.
- Maintained disposition of records for the business unit and establish appropriate procedures to be followed by the company.
- Trained staff and management on records retention policies to ensure consistency.
- Corresponded orders for delivery and pick up of live documents to be stored at off- site locations, and supplies needed to maintain record.
- Implemented new record adding techniques that allowed for faster and more accurate processing of records and documents.
- Provided exceptional service to managers in the company.
- Maintained relationships with attorneys and accountants within the company to ensure timely retrieval of requested records.

#### Records Management Analyst

Delta Corporation - 2007 - 2012

- Provide Government-wide oversight of adequate and proper documentation to ensure appropriate identification, storage, maintenance, and disposal of .
- Efficient electronic imaging, retention, and classification of regulatory and clinical documents, such as NDAs, INDs, FDA response documents, .
- Little Rock, Arkansas Responsible in filing patient charts in alphabetical order in the file room Purged charts with time-sensitive information and .
- Inventory for Carbide drills Sorting sensitive documents like pays stubs, W-2 tax forms, payroll and inventory forms Restocking the Carbide drills, .
- Every time one of the managers needed a job done fast and right, they would call me.
- Whether it was copying, faxing, or cleaning the turbine engine machines, the managers knew I could get the job done.
- Skills Used Inventory, working with people and independently, also my professional office skills.

### EDUCATION

Business Administration