



# MIA TAYLOR

## Records Manager

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🌐 www.qwikresume.com

### SKILLS

File Organization



Stakeholder Engagement



Database Management



Risk Assessment



Data Entry



Records Retention



### INTERESTS

- ★ Surfing
- 🥋 Martial Arts
- 👥 Community Service
- 📝 Blogging

### STRENGTHS

- ⌚ Patience
- 🏔 Perseverance
- 📅 Planning
- ⚙ Positivity

### LANGUAGES



### ACHIEVEMENTS

- ★ Streamlined records retrieval process, reducing average retrieval time by 30%.
- ★ Developed and implemented a comprehensive training program for new staff, increasing team efficiency by 25%.

### PROFESSIONAL SUMMARY

Versatile Records Manager with 7 years of extensive experience in developing and refining records management systems to ensure compliance and efficiency. Expertise in implementing innovative document retrieval solutions and conducting staff training to enhance operational workflows. Focused on maintaining data integrity and promoting best practices across all organizational levels.

### WORK EXPERIENCE

#### Records Manager

📅 Feb / 2020–Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Identify opportunities for automation in records management.
2. Developed and revised records schedules for unique files, ensuring compliance.
3. Managed departmental programs, including Records Management and FOIA compliance.
4. Cataloged and maintained customer records, streamlining access and retrieval.
5. Oversaw general clerical duties, including scheduling and inventory management.
6. Implemented customer service functions, including order entry and metrics tracking.
7. Coordinated shipping activities, resolving issues efficiently.

#### Records Manager/Supervisor

📅 Feb / 2018–Feb / 2020

Lakeside Apparel Co

📍 Chicago, IL

1. Designed and managed an automated centralized records department using barcode tracking.
2. Oversaw upgrades and conversions of software applications to enhance functionality.
3. Prepared and executed annual budget proposals, aligning with departmental goals.
4. Led the planning and execution of departmental build-out projects.
5. Analyzed and established retention policies for firm documents, ensuring compliance.
6. Supervised a team of five clerks, fostering a productive work environment.

### EDUCATION

#### Bachelor of Science in Information Management

📅 Feb / 2016 – Feb / 2018

University of Phoenix

📍 Phoenix, AZ

Focused on records management principles and information governance.