



File Organization

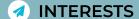
Stakeholder Engagement

Database Management

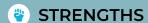
Risk Assessment

Data Entry

Records Retention



- ★ Surfing
- Martial Arts
- Community Service
- Blogging











LANGUAGES





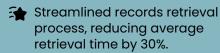


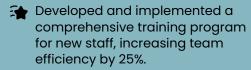
English

Polish

Italian

ACHIEVEMENTS





MIA TAYLOR

Records Manager

www.qwikresume.com

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

Thicago, 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 / Feb / 2016 2018

University of Phoenix

♣ Phoenix, AZ

Focused on records management principles and information governance.