WILLIAM PEREZ

Assistant Records Supervisor

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PROFESSIONAL SUMMARY

Bringing two years of dedicated experience in records management, I specialize in enhancing record-keeping processes and ensuring compliance with regulatory standards. I am committed to optimizing data accuracy and improving workflows, while fostering a collaborative environment that supports organizational goals and operational efficiency.

WORK EXPERIENCE

Assistant Records Supervisor

Apr / 2024-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Hired, trained, and supervised a team of clerical employees in the Records Department, enhancing team performance.
- 2. Coordinated scanning and workflow management of internal documents, improving departmental efficiency.
- 3. Provided comprehensive information to department administrators regarding guidelines and compliance.
- 4. Resolved discrepancies in processing, ensuring accuracy and compliance with internal policies.
- 5. Managed requisitions for vendors, optimizing procurement processes.
- 6. Researched and ordered goods for the Records Department, ensuring timely availability of resources.
- 7. Oversaw personnel document processing to guarantee timely updates and compliance with deadlines.

Asst. Records Supervisor

m Apr / 2023-Apr / 2024

Crescent Moon Design

₮ Portland, OR

- 1. Implemented record retention and destruction procedures for offsite storage, enhancing compliance and space management.
- 2. Designed a new indexing system that accelerated the retrieval of critical records.
- 3. Established a record retrieval policy for attorneys, improving access to off-site records.
- 4. Managed staff placements and coordinated operations to ensure efficient office functionality.
- 5. Approved vendor proposals and collaborated with facility management to maintain operational standards.
- 6. Acted as a liaison between file room personnel and attorneys, improving communication and workflow.

EDUCATION

Bachelor of Science in Information Management

m Apr / 2022-Apr / 2023

University of Springfield

■ Phoenix, AZ

Focused on records management and information systems.

SKILLS

Data Entry

Communication Skills

Records Compliance Auditing

Software Proficiency

ACHIEVEMENTS

Implemented a new electronic filing system that increased document retrieval speed by 30%.

Achieved a 20% reduction in processing errors through enhanced training for staff.

Coordinated a project that improved records retention compliance, resulting in a 100% audit score.