



# ETHAN MARTINEZ

Records Technician

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

Proficient Records Technician with 2 years of experience in handling sensitive documents and ensuring compliance with legal standards. Adept at utilizing records management systems for accurate data entry and record organization. Driven to enhance operational workflows and deliver exceptional support to clients and stakeholders.

## WORK EXPERIENCE

**Records Technician**  Mar / 2024-Ongoing  Phoenix, AZ  
**Quantum Solutions LLC**

- 1. Assisted in the transition from paper to digital records management.
- 2. Compile and index multiple citations with supporting documentation to ensure accuracy.
- 3. Process rescheduled citation requests and perform database searches to assist departments in locating records.
- 4. Prepare citations for rescheduled court dates and notify relevant parties.
- 5. Retrieve driver history and vehicle registration information from state agencies efficiently.
- 6. Identify and correct errors in processed court dates, ensuring timely finalization of citations.
- 7. Reviewed records for accuracy and completeness before archiving.

**Records Technician**  Mar / 2023-Mar / 2024  Phoenix, AZ  
**Cactus Creek Solutions**

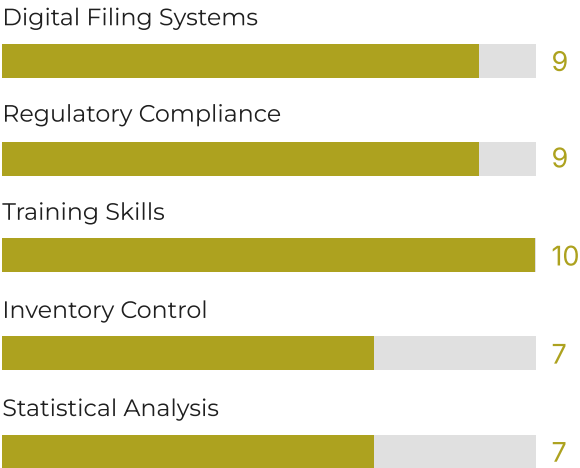
- 1. Maintain public safety records in compliance with regulatory standards.
- 2. Type incident and accident reports using the Vision Software Application System.
- 3. Assist legal professionals by providing necessary records for court cases.
- 4. Render accident reports to customers as needed, ensuring timely service.

## EDUCATION





**Associate of Applied Science in Records Management**  Mar / 2022  Mar / 2023  Toronto, ON  
**State Community College**

Focused on records management principles, data organization, and compliance standards.

## SKILLS



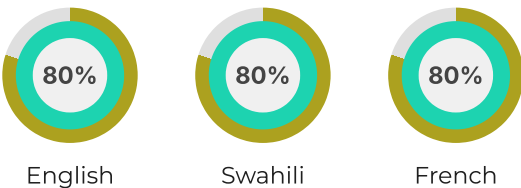
## INTERESTS

-  Woodworking
-  Star Gazing
-  Theatre
-  Architecture



## STRENGTHS



## LANGUAGES



## ACHIEVEMENTS

-  Improved records retrieval time by 25%, enhancing operational efficiency.
-  Successfully implemented a new filing system, reducing document misplacement incidents by 30%.