
Records Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill a Records Administrator position with right organization.

Highlights of Qualifications:

- Highly experienced as Record Administrator
 - Deep knowledge of company policy and office systems software
 - Familiarity with archives management and records management
 - Wide knowledge of standard compliance regulations
 - Amazing ability to master company proprietary software
 - Outstanding ability to multitask
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Professional Experience:

Records Administrator
AIG, Marvel, CO
November 2007 – Present

- Maintained records and carried out records audits.
- Assured training requirements are being met.
- Supervised Pilot and Maintenance training.
- Updated Training Software Program.
- Managed Pilot and Maintenance training records.

Records Administrator
Suddenlink, Marvel, CO
December 2003 – October 2007

- Scrutinized information and maintained key data elements.
 - Developed documents and records.
 - Aided Analysts and formulated records.
 - Maintained records in proprietary databases.
 - Managed distribution of research materials.
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Education:

Bachelor's Degree in Accounts
Pacific Oaks College, Pasadena, CA

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