
Records Management Officer Resume

Job Objective

Seeking long-term Records Management Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Extensive experience in the use of an electronic document and records management system
 - Thorough knowledge of legislation and standards relating to records management
 - Good expertise in providing administrative support
 - Remarkable ability to recognize and manage confidential matters and display diplomacy, sensitivity, and maintain confidentiality and integrity
 - Uncommon ability to communicate effectively with other staff members
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Professional Experience:

Records Management Officer
Marsh & McLennan Companies, Manhasset, NY
August 2005 – Present

- Conducted and overseen the inventory of all agency records.
- Prepared and maintained agency records retention schedule.
- Protected confidential and vital records.
- Managed records within the agency during active use.
- Approved all requests to dispose of state records.

Records Management Officer
National Council for Persons with Disabilities, Manhasset, NY
May 2000 – July 2005

- Ensured that letters are appropriately filed and marked to action officers.
 - Controlled and opened files and updated the file index.
 - Ensured security of information and files in the registry.
 - Up-dated and maintained file movement records.
 - Ascertained general cleanliness of the registry.
 - Guided and supervised staff.
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Education:

Bachelor's Degree in Social Science
Bakersfield College, Bakersfield, CA

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