
Records Management Specialists Resume

Job Objective

Looking for full time work as a Records Management Specialist with the right company.

Highlights of Qualifications:

- Experience in maintaining records and performing all data entry functions as required by management
 - Operational knowledge of Microsoft Office applications
 - Deep knowledge of maintaining professional relationships with clients and customers
 - Immense ability to adapt to changing environment
 - Exceptional ability to communicate effectively with team
 - Excellent communication skills in both oral and written forms
 - Skilled to provide optimal customer services
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Professional Experience:

Records Management Specialist
DePuy, Inc., Kansas City, MO
May 2006 – Present

- Administered all components of a records management program.
- Maintained work according to records management procedures and work practices.
- Oversaw effective working of all archive records and managed inventory for same.
- Coordinated with various teams and performed site wide records clean out.
- Prepared and maintained record retention schedules.
- Ensured compliance to all record protection audits.
- Participated in developing long term strategies for information systems.
- Managed all document preservation notices related to litigation and discovery.

Records Management Specialist
ASRC Management Services, Kansas City, MO
March 2003 – April 2006

- Assisted departments in maintaining files in a file room.
 - Monitored all file room related activities and prepared reports to be submitted to management on a regular basis.
 - Managed all work according to EPA records according to schedules and regulations.
 - Developed and maintained all contents of file room and provided information on all record.
 - Provided support to EPA personnel on all Freedom of Information Act related queries.
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Education:

Bachelor's Degree in Accounting
New Saint Andrews College, Moscow, ID

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