
Records Officer Resume

Job Objective

Seeking an opportunity by filling a Records Officer position to help the right organization boost productivity and benefits.

Highlights of Qualifications:

- Huge experience in records administration
 - Wide knowledge of public records law
 - Ability to organize, maintain, and retrieve the records
-

Professional Experience:

Records Officer
Commonwealth of Pennsylvania, Midvale, UT
August 2005 – Present

- Coordinated with research and development communities.
- Corresponded with CIO and Naval Reactor's Customer.
- Aided as member of multi-site Records Management team.
- Executed training for all levels.
- Carried out audits and reviews.
- Conducted operations work and managed documentation.

Records Officer
University of Oregon, Midvale, UT
May 2000 – July 2005

- Formulated straight forward records management procedures.
 - Handled location and storage of Policy and Planning records.
 - Assured control of access to Policy and planning records.
 - Imparted training, advice and support.
 - Extended clerical and secretarial support.
-

Education:

Bachelor's Degree in Public Administration
Reinhardt College, Waleska, GA

[Build your Resume Now](#)