
Records Specialist Resume

Job Objective

Seeking position that utilizes my training as an accomplished Records Specialist.

Highlights of Qualifications:

- Admirable experience in managing work in a college academic office
 - Operational knowledge of Microsoft applications and electronic applications
 - Deep knowledge of specialized information
 - Remarkable ability to perform specific job functions
 - Exceptional ability to organize work
 - Amazing communication skills in both oral and written forms
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Professional Experience:

Records Specialist

Western & Southern Financial Group, Reno, NV

May 2006 – Present

- Administered and identified all document types and named batch accurately.
- Managed all paperwork and performed checks effectively.
- Ensured optimal levels of customer services to clients of various internal business units.
- Performed internal audits, assisted in retrieving all documents and handling all customer complaints.
- Maintained storage area and ensured confidentiality of all general records.
- Monitored system outputs and made corrections to customer master records.
- Handled multiple systems and identified policy numbers accurately.

Records Specialist

Chelsea Search Group, Inc., Reno, NV

March 2003 – April 2006

- Managed and filed all documents according to company procedures and policies.
 - Maintained files and prepared a list of all active and inactive files.
 - Prepared folders for existing and prospective clients.
 - Monitored all classify material and integrated it to client files.
 - Provided assistance to staff when required for file retrieval.
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Education:

Bachelor's Degree in Accounting

Eastern Washington University, Cheney, WA

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