

ROBERT SMITH

Records Management Specialist/Representative

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Professional experience towards launching a successful as an IT specialist to an organization while allowing for personal and professional growth.

AUGUST 2008 - DECEMBER 2008

RECORDS MANAGEMENT SPECIALIST/REPRESENTATIVE - ABC CORPORATION

- Managed electronic filing system by reviewing and analyzing legal and technical documents.
- Validated documents for quality assurance for all manually scanned documents.
- Corrected errors found in folders and documentation as part of quality control process.
- Indexed batched documents to be processed for quality control in electronic orders, viewed and prevented unnecessary file duplication.
- Maintained company standards by following established policies and procedures.
- Assisted with assignments; to include, redacting documents when needed.
- Worked with others to promote team environment and good working relationships.

2003 - 2008

RECORDS MANAGEMENT SPECIALIST/REPRESENTATIVE - ABC CORPORATION

- Duties Provided records processes and disposition rules to the Defense Advanced Research Project Agency (DARPA), records in accordance with the Administrative Instruction AI-15 Office of the Secretary of Defense Records Management Administrative Procedures and Records Disposition Schedules.
- Prepared and maintained records inventory and project spreadsheets, served as liaison with the Records and Declassification Division DoD/WHS for shipment and retrieval of records from semi-permanent storage The Washington National Records Center.
- Provided Records Management, Freedom of Information Act (FOIA) and Privacy Act training to all personnel who managed the creation, accumulation, and maintaining records.
- Uploaded official records into the records management application Tower Records Information Management (TRIM) Records Management Application where all records are identified with the appropriate file series and the disposition to identify the life cycle of the record.
- Prepared weekly and monthly reports as required and assist with other records management and or administrative duties as needed.