

ROBERT SMITH

Lead Archivist

info@qwikresume.com | <https://Qwikresume.com>

Archivists have expertise in a particular document type, such as manuscripts, photographs, maps, websites, films, and sound recordings.

APRIL 2008 - NOVEMBER 2011

LEAD ARCHIVIST - ABC CORPORATION

- Diligently maintained archive inventory using archive software.
- Proactively managed the administrative functions of archives and document control procedures, including electronic archival.
- Accurately archive appropriate paper records and material created by Quintiles BioSciences according to written procedures.
- Promptly assigned project and reagent notebooks as required. Gave comprehensive tours of archives for clients and answered their questions.
- Actively assisted in implementing electronic archiving procedures.
- Accurately maintained SOP originals, Change Request Forms, SOP Review Records.
- Precisely maintained records for and coordinate retrieval of materials from offsite archives.

2003 - 2008

ARCHIVIST - ABC CORPORATION

- Digital Pathways - Bettendorf, IA Digitized archives into database.
- Timely responded to research requests.
- Received secret security clearance.
- Administrative assistant to Command Historian.
- Helped plan events on the Rock Island Arsenal.
- Historical tours and presentations..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor's in Business Administration & Management - 1980(Keuka College - Keuka Park, NY)

SKILLS

Editor, Copy Editing, Process Server, Organizational.