

Robert Smith

Archivist/Co-ordinator

PERSONAL STATEMENT

An archivist appraises and researches records and documents to determine their importance and potential value.

WORK EXPERIENCE

Archivist/Co-ordinator

QPS Biokenetics - June 2015 - 2020

Responsibilities:

- Created and maintained accessible, retrievable computer archives and databases, incorporating current advances in electronic information.
- Determined the different archiving requirements are met based upon the department, study type, study protocol, and regulations.
- Archived, retrieved and or transferred electronic data, such as clinical source documents, CRFs, and regulatory documents.
- Categorized, named, and sorted all files on the organization drives and databases.
- Filed, retrieved and transferred completed study documents, equipment logs, at both on-site and off-site archive storage facilities.
- Participated in document preservation through electronic processing.
- Archived and preserved historic documents relating to East Falls.

Archivist

ABC Corporation - 2012 - 2015

Responsibilities:

- Organized archival records and developed classification systems to facilitate access to archival materials.
- Provided reference services and assistance for users needing archival materials.
- Prepared archival records, such as document descriptions, to allow easy access to information.
- Authenticated and appraised historical documents and archival materials.
- Created and maintained accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology.
- Preserved records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Arts in Exercise Physiology and Biology - August 2000(Drury University - Springfield, MO)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Analytical Skills,
Organizational Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)