

ROBERT SMITH

Archivist III

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Obtain a position in a field that has the potential for job growth. Complete organization, preservation, and description of the collection.

EXPERIENCE

Archivist III

ABC Corporation - 2004 - 2012

- Document preservation, researched, and general upkeep of the Archive collection.
- Handled customer billing, accounts receivable, and past-due collections.
- Established a new system to keep track of past due to collections and reduce losses.
- Helped organize and direct the movement of the historical documents to a new location.
- Helped create and maintain storage organization for the new Archives.
- Helped to create a library Catalog book using the Past Perfect Program Scanned pictures into the Past Perfect program.
- Planned and executed the conservation of a badly damaged painting.

Archivist

ABC Corporation - 2000 - 2004

- Diligently maintain archive inventory using archive software such as CRICK Archive Manager Proactively manage the administrative functions of archives and documents control procedures, including electronic archival.
- Accurately archive appropriate paper records and material created by Quintiles BioSciences according to written procedures.
- Promptly assign project and reagent notebooks as required.
- Gave comprehensive tours of archives for clients and answered their questions during audits.
- Actively assisted in implementing electronic archiving procedures.
- Accurately maintained SOP originals, Change Request Forms, SOP Review Records and Retired SOPs as historical file.
- Precisely maintain records for and coordinate retrieval of materials from offsite archives..

EDUCATION

- Bachelor of Arts in History - (Millersville University of Pennsylvania -



Millersville, PA)

SKILLS

Adobe Creative Suite, Project Management, Project Coordination.