**Ronald Brash**

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**EDUCATION:**

Institute of Certified Records Managers

CERTIFIED RECORDS MANAGER (CRM) CANDIDATE

JOHN JAY COLLEGE, CITY UNIVERSITY OF NEW YORK

Bachelor of Science – Legal Studies

**PROFESSIONAL AFFILIATION:**

Association of Records Managers and Administrators (ARMA)

**QUALIFICATION SUMMARY:**

Particularly talented for bringing analytical thought to strategize for Records management policies and procedures. Skilled in current technological trends to benefit the records management initiatives. As an accomplished Records manager, my records background extends over 15 years. **This includes expertise in practice areas such** **as Corporate, Litigation, Accounting, Intellectual Property, Real Estate, E-Discovery, Mergers and Acquisitions, Email Implementation, ISO Standards, Securities and Risk Assessment focus legal records filing**. Highly motivated, multifaceted, and proven results-oriented professional with a history of developing outstanding results for a Records Department. In addition to a commitment for excellence, advocating a teamwork environment and encouraging team members to produce above and beyond work. Recognizing and providing excellent efficient customer service approach for the business. Record software efficiency is in the following: Oracle, Filesite,Legalkey, FileNet(CA) MDY, Lotus Notes,Trim Database,OmniRIM, SharePoint, PowerPoint, Visio, Outlook, Excel, Access, O’Neil, Documentum, OpenText Livelink, Interwoven Recmanager, E-Discovery,Worksite, Elite Records & Accutrac.

**PROFESSIONAL EXPERIENCE**

**THE DANNON COMPANY**

**Document Records Manager**

**2011-2012**

* + - * Oversee the organizational management of electronic and/or paper based information.
* Maintain and update the records retention schedule to account for legal, operational or organization changes.
* Oversee and coordinate the destruction of records in accordance with retention schedule and legal holds.
* Set up, maintain, review, and document organizational records systems in Livelink
* Lead in the development and implementation of records management policy and records retention schedule
* Advise on and implement new records management policies and classification systems
* Support the records management policy and guide staff in the management of their records and the use of the records system

* Manage the changeover from paper to electronic records management systems, where appropriate
* Assist in records audits
* Respond to requests for information on records management and records retention schedule
* Draft papers; prepare quarterly and ad hoc reports for Senior Management
* Staff Training
* Oversee the contract management workflow and database, including collecting and reporting on metadata of executed agreements

**BLANK ROME LLP**

**Records Content Manager Consultant (Contractual)**

**2010**

* Managed and coordinated reorganization of the New York Records department*.*
* Created efficient processes for retrieval of data that resulted in cost effective savings.
* Introduced scanning of hardcopy documents to electronic image form in New York office.
* Developed and delivered training in records management policies and procedures.
* Conducted management and process of Legal Holds
* Liaison with IT department for functionality concerns electronic records software.
* Conducted training for new employees.
* Reviewed monthly off-site storage invoices for cost saving goals.
* Trained existing and new employees in Records Department Policy and Procedures.
* Presided over all incoming and outgoing request from storage facility.
* Directed requests, retrievals and delivery of files, documents or information.
* Created and direct department wide cross-training program.
* Lead staff of 10 on a Daily Basis.

**BERDON CERTIFIED PUBLIC ACCOUNTANTS LLP**

**Document Records Manager Compliance**

**2008 - 2009**

* Managed and coordinated complete reorganization of Corporate Records department*.*
* Developed and delivered training in records management policies and procedures
* Conducted management and process of Legal Holds
* Oversaw the combine merger of Records department electronic and hardcopy documents
* Liaison with IT department for functionality concerns electronic records software.
* Conducted training for new employees.
* Directed rollout implementation of Interwoven Record Manager Software.
* Reviewed monthly off-site storage invoices for cost saving goals.
* Trained existing and new employees in Records Department Policy and Procedures.
* Presided over all incoming and outgoing request from storage facility.
* Managed all imaging and scanning identification module for the New York offices.
* Directed requests, retrievals and delivery of files, documents or information.
* Created and direct department wide cross-training program.
* Lead staff of 9 (7 NY, 2 LI) on a Daily Basis.
* Interacted with Partners and staff at all levels.
* Consulted on image/ scan identification module for the New York and DC office.
* Interacted with attorneys, administrators and staff at all levels.
* Gathered electronic data to manage and secure for electronic discovery legal holds.

***CONSULTING EXPERIENCE:***

***2007 to 2008***

* ***(Contractual Records Manager) for two Global law firms Clifford Chance & Dewey Lebouef. The responsibilities were the following, the coordination and complete reorganization of Records department operations, policy and procedures for Litigation, Securities, Corporate, Intellectual Property, Tax, Real Estate and Trust and Estate Practice Areas. Developed and delivered training in records management policies and* *procedures***. ***Oversaw the combine merger of Records department electronic and hardcopy documents. Monitored with the IT department the functionality concerns electronic records software. Conducted and carried out Records policy training for new employees. Directed and rolled-out implementation of Attorney Desktop. Reviewed monthly off-site storage invoices. Presided over all incoming and outgoing request from storage facility. Consulted on image/ scan identification module for the New York and Regional offices.*** **Conducted management and process of Legal Holds**, ***Created and directed department wide cross-training program for 500 end-users. Lead staff of 22 (10 NY, five DC, three LA, two SF, two CHI) on a Daily Basis.***

**MACQUARIE SECURITIES (USA), New York, NY**

***Content Document Records Manager***

**2005 to 2007**

* Oversaw the Northern Hemisphere Region, which includes the USA office and the Toronto division. Manage the physical and electronic records. This details the creation and classifying of the hard copy files.
* Develop and deliver training in records management policies and procedures
* Established and trained over 200 member staffs for records software upgrade.
* Oversaw compliance division records.
* Conducted management and process of Legal Holds
* Created companywide internal record software user manual for employees.
* Supervised Audit Document Review for Compliance Division.
* Developed and implemented a mass conversion of over 12,000 paper documents into a companywide recognize centralize filing system.
* Create Drafts and Submit Ad Hoc Reports
* Organized and manage the office moves of New York and Toronto Document file room.
* Administered over a record staff of 8-10.
* Directed staff in their responsibilities including scanning, verification of document and bar coding.
* Took care of troubleshooting issues in regards to the physical records software.
* Conducted with compliance a revise retention program resulting in 30% savings in offsite costs and adhering to regulatory audit concerns as required.
* Presided over Business staff enquiry regarding information access and retrieval; conduct Key Transaction Document Management ensuring the history of the deal is identified and meets compliance requirements.
* Reviewed vendor contract resulting in 25% savings (over a 1-year period).
* Implemented a workflow guideline that produces 20% savings in Document Management. Manage monthly off-site storage invoices.
* Supervised all incoming and outgoing request for archive storage.
* Reviewed documents currently housed off site for retention and disposal.
* Consulted on a modify document management manual for the USA and Canada office.
* Supervised and conduct records management training for all new employees.
* Gathered electronic data to managed for electronic discovery legal holds.

**NATIONAL BASKETBALL ASSOCIATION, New York, NY**

***Legal Records Manager/Supervisor***

**1999 to 2005**

* Managed the physical and electronics records database for the central files department.
* Implemented a mass conversion of over 4,000 paper documents into a centralized records management facility.
* Develop and deliver training in records management policies and procedures
* Organized a file room move into a larger office area.
* Create Drafts and Submit Ad Hoc Reports
* Handled a records staff 4-6.
* Conferred with legal division on retention policies in accordance with company guidelines.
* Created a workflow guideline that produced a 50% savings for the company legal division.
* Conducted all inquiries of request of physical documents from offsite facility.
* Consulted on change of warehouse vendors, which reduced warehouse costs by 30%.
* Advised on installment of automated records software.
* Maintained imaging system to prepare and scan legal documents.
* Trained all new staff on records guidelines and procedures.
* Assisted in trademark searches and investigations.

**LEWIN & LAYTIN, New York, NY**

***Trademark Legal Records Manager***

**1998 to 1999**

* Directed over central records department. Configure mass conversion of filing system.
* Overlooked a records staff of 2-4.
* Performed daily maintenance of records including labeling and tracking.
* Supervised all inquires of retrieval of physical files from warehouse vendors.
* Prepared and filed complaints and motion papers.

**VIACOM, New York, NY**

***Legal Records Supervisor – Legal Division***

**1996 to 1998**

* Conducted over Intellectual Property and Corporate Litigation Filing Department and started a conversion of files from manual to electronic