|  |
| --- |
| Jane Smith |
| SummaryExperienced File Clerk with over 5 years of experience in managing records and ensuring compliance with organizational policies. Proven track record of improving filing systems and enhancing office productivity. Adept at utilizing technology to streamline processes.Work Experience**File Clerk Mar 2019 – Present**LMN Corporation Chicago, IL* Revamped the electronic filing system, reducing document retrieval time by 30%.
* Coordinated with various departments to ensure accurate filing and archiving of sensitive documents.

**Administrative Coordinator Jun 2017 – Feb 2019**DEF Industries Chicago, IL* Maintained an organized filing system for over 10,000 documents, ensuring compliance with industry regulations.
* Trained new staff on filing procedures and best practices, enhancing team efficiency.

EducationBachelor's Degree: Business Administration Jan 2017*University of Chicago**Chicago, IL*certifications* Certified Records Manager (CRM) – Institute of Certified Records Managers – 2021
 | Contact(555) 987-6543jane.smith@example.comChicago, IL 60601SkillsRecords ManagementFile OrganizationData AnalysisMicrosoft ExcelDocument ControlInventory ManagementProcess ImprovementConfidentialityCustomer InteractionTeam Leadership |