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| Michael Johnson | | |
| Summary  Senior File Clerk with over 10 years of experience in high-volume environments, specializing in records management and operational efficiency. Proven ability to lead teams and implement innovative filing solutions that save time and costs. Strong commitment to maintaining confidentiality and data integrity.  Work Experience  **Senior File Clerk Jan 2016 – Present**  OPQ Solutions New York, NY   * Spearheaded a project to digitize paper files, resulting in a 40% reduction in physical storage costs. * Led a team of 5 clerks, providing training and guidance on best practices for file management.   **File Management Specialist Feb 2012 – Dec 2015**  RST Enterprises New York, NY   * Developed and implemented a new filing system that improved document retrieval efficiency by 50%. * Conducted regular audits to ensure compliance with internal policies and external regulations.   Education Bachelor's Degree: Information Management Jan 2011 *New York University**New York, NY*  certifications   * Certified Records Manager (CRM) – Institute of Certified Records Managers – 2015 * Project Management Professional (PMP) – Project Management Institute – 2018 | Contact  (555) 234-5678  michael.johnson@example.com  New York, NY 10001  Skills  Records Management  Team Leadership  Project Management  File Auditing  Process Optimization  Compliance Regulations  Data Security  Microsoft Office Advanced  Training & Development  Client Relations |