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| Michael Johnson |
| SummarySenior 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.

EducationBachelor'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) 234-5678michael.johnson@example.comNew York, NY 10001SkillsRecords ManagementTeam LeadershipProject ManagementFile AuditingProcess OptimizationCompliance RegulationsData SecurityMicrosoft Office AdvancedTraining & DevelopmentClient Relations |