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| Jane Smith |
| SummaryExperienced File Room Clerk with over 5 years of experience in managing large volumes of documents. Proven track record of improving organization and efficiency in file management systems.Work Experience**File Room Clerk Jan 2019 – Present**Global Solutions Inc. Big City, NY* Streamlined the file retrieval process, reducing average retrieval time by 30%.
* Trained and supervised new staff on filing procedures and document management software.

**Administrative Assistant Jun 2016 – Dec 2018**Tech Innovations LLC Big City, NY* Managed electronic and physical filing systems, ensuring compliance with regulatory standards.
* Developed a new indexing system that improved document searchability by 40%.

EducationBachelor's Degree: Business Administration May 2016*Big City University**Big City, NY*certifications* Certified Records Manager (CRM) – International Institute of Certified Records Managers – 2020
 | Contact(987) 654-3210jane.smith@example.comBig City, NY 54321SkillsDocument ManagementData SecurityFile Retrieval SystemsMicrosoft Office SuiteDatabase ManagementAttention to DetailTime ManagementCustomer SupportTeam Leadership |