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| Jane Smith | | |
| Summary  Experienced 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%.   Education Bachelor'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) 654-3210  jane.smith@example.com  Big City, NY 54321  Skills  Document Management  Data Security  File Retrieval Systems  Microsoft Office Suite  Database Management  Attention to Detail  Time Management  Customer Support  Team Leadership |