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| Michael Johnson |
| SummaryResults-driven Senior File Room Clerk with over 10 years of experience in file management and organizational systems. Expertise in leading teams to enhance document workflows and reduce retrieval times significantly.Work Experience**Senior File Room Clerk Mar 2015 – Present**FinCorp Solutions Metropolis, IL* Spearheaded a project that automated filing systems, resulting in a 50% decrease in file retrieval times.
* Led a team of 10 clerks, enhancing overall productivity by implementing best practices in file management.

**File Room Supervisor Jan 2010 – Feb 2015**Health Services Group Metropolis, IL* Implemented a new electronic filing system that improved data accuracy and reduced storage costs by 20%.
* Oversaw training programs for new employees, ensuring adherence to compliance and best practices.

EducationMaster's Degree: Information Management Jan 2010*Metropolis University**Metropolis, IL*certifications* Certified Information Professional (CIP) – Association for Information Management Professionals – 2018
 | Contact(555) 123-4567michael.johnson@example.comMetropolis, IL 67890SkillsLeadershipAdvanced Document ManagementData AnalysisCompliance ManagementProject ManagementProcess ImprovementTraining and DevelopmentVendor ManagementStrategic Planning |