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| Michael Johnson | | |
| Summary  Results-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.   Education Master's Degree: Information Management Jan 2010 *Metropolis University**Metropolis, IL*  certifications   * Certified Information Professional (CIP) – Association for Information Management Professionals – 2018 | Contact  (555) 123-4567  michael.johnson@example.com  Metropolis, IL 67890  Skills  Leadership  Advanced Document Management  Data Analysis  Compliance Management  Project Management  Process Improvement  Training and Development  Vendor Management  Strategic Planning |