|  |  |  |
| --- | --- | --- |
| Jane Smith | | |
| Summary  Dedicated Records Clerk with over 5 years of experience in managing and maintaining records in fast-paced environments. Proven track record of implementing efficient filing systems and improving data retrieval processes.  Work Experience  **Records Clerk Mar 2019 – Present**  DEF Corporation Big City, NY   * Streamlined the records retrieval process, reducing request response times by 25%. * Conducted regular audits of records to ensure compliance with company policies and legal regulations.   **Assistant Records Manager Jan 2017 – Feb 2019**  GHI Inc. Big City, NY   * Supervised a team of 3 clerks in maintaining a database of over 50,000 records. * Developed a new filing system that improved the efficiency of record keeping by 40%.   Education Associate of Applied Science: Office Administration Jan 2016 *Big City College**Big City, NY*  certifications   * Certified Records Manager (CRM) – Institute of Certified Records Managers – 2018 | Contact  (987) 654-3210  jane.smith@example.com  Big City, NY 54321  Skills  Records Management  Data Analysis  Filing Systems  Document Control  Microsoft Excel  Attention to Detail  Problem Solving  Communication  Database Management  Regulatory Compliance |