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| Jane Smith |
| SummaryDedicated 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%.

EducationAssociate 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) 654-3210jane.smith@example.comBig City, NY 54321SkillsRecords ManagementData AnalysisFiling SystemsDocument ControlMicrosoft ExcelAttention to DetailProblem SolvingCommunicationDatabase ManagementRegulatory Compliance |