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| Robert Johnson | | |
| Summary  Experienced Records Clerk with over 10 years in records management and administration. Exceptional skills in developing and implementing records management policies and systems that enhance efficiency and compliance.  Work Experience  **Senior Records Clerk Jan 2015 – Present**  JKL Enterprises Metropolis, TX   * Led a project to digitize all physical records, resulting in a 50% reduction in physical storage costs. * Trained and mentored junior staff on best practices in records management, enhancing team efficiency.   **Records Manager Jun 2010 – Dec 2014**  MNO Solutions Metropolis, TX   * Developed and implemented a comprehensive records management policy that improved compliance with industry regulations. * Oversaw the management of over 100,000 records, ensuring timely access and security of information.   Education Bachelor of Science: Information Management Jan 2010 *Metropolis University**Metropolis, TX*  certifications   * Certified Records Manager (CRM) – Institute of Certified Records Managers – 2012 * Project Management Professional (PMP) – Project Management Institute – 2015 | Contact  (555) 123-4567  robert.johnson@example.com  Metropolis, TX 67890  Skills  Records Management Strategy  Leadership  Data Privacy  Project Management  Regulatory Compliance  Information Governance  Process Improvement  Training & Development  Stakeholder Engagement  Analytical Thinking |