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| Robert Johnson |
| SummaryExperienced 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.

EducationBachelor 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) 123-4567robert.johnson@example.comMetropolis, TX 67890SkillsRecords Management StrategyLeadershipData PrivacyProject ManagementRegulatory ComplianceInformation GovernanceProcess ImprovementTraining & DevelopmentStakeholder EngagementAnalytical Thinking |