

Larua Willmot

File Clerk

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☎ (464) 593-9868
📍 123 Oak Street, Nashville, TN 37201

EDUCATION

Associate of Applied Science in
Office Administration at Southwest
Tennessee Community College,
Memphis, TN

Sep 2018 - May 2022

Relevant Coursework: Office
Management, Business
Communications, Administrative
Procedures, Computer Applications,
Records Management, Word
Processing, Spreadsheets, Database
Management, and Customer Service.

LINKS

[linkedin.com/in/laruawillmot](https://www.linkedin.com/in/laruawillmot)

SKILLS

- Data Entry
- Microsoft Excel
- Alphabetization
- Document Scanning
- Adobe Acrobat
- Record Management
- FileMaker Pro

LANGUAGES

- English
- Arabic

HOBBIES

Organizing and collecting stamps

PROFILE

Detail-oriented File Clerk with 1 year of experience in efficiently managing and organizing physical and digital documents. Proficient in data entry, filing systems, and office equipment use. Demonstrated ability to maintain accuracy and confidentiality while handling high volume workloads. Strong team player with excellent communication and time-management skills, committed to streamlining office operations and ensuring smooth workflow.

EMPLOYMENT HISTORY

● File Clerk at Randstad USA, TN

May 2023 - Present

- Organized and maintained a filing system of over 10,000 documents, resulting in a 30% improvement in file retrieval efficiency for the entire office at Randstad USA, TN.
- Successfully digitized and archived more than 5,000 physical files, reducing storage space requirements by 50% and improving accessibility for staff members.
- Streamlined the file request process by implementing an online tracking system, leading to a 40% reduction in misplaced or lost files and increasing overall productivity.
- Trained and supervised three new file clerks, ensuring they were proficient in company policies and procedures, which contributed to a 20% decrease in errors and improved team performance.

● Junior File Clerk at Robert Half, TN

Sep 2022 - Apr 2023

- Successfully organized and digitized over 10,000 physical documents within a six-month period, improving document retrieval time by 75%.
- Streamlined the file management system, resulting in a 30% reduction in misplaced files and a 20% increase in overall team efficiency.
- Implemented a new document tracking system that reduced file search time by 50%, increasing productivity for the entire office.
- Trained and mentored three new file clerks, achieving a 100% retention rate and improving overall department performance.

CERTIFICATES

Certified Records Manager (CRM)

Aug 2021

Professional Administrative Certification of Excellence (PACE)

Jan 2020

MEMBERSHIPS

National Association for Information Destruction (NAID)

International Association of Administrative Professionals (IAAP)