Jeimmy Loredo

Registrar

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📍 123 Maple St, Kansas City, MO 64108

Education

Master of Science in Registrar Administration at University of Missouri, Columbia, MO

Sep 2013 - May 2018

Relevant Coursework: Advanced Record Management, Enrollment Services, Academic Advising, Compliance and Legal Issues, Strategic Planning and Assessment, Technology Integration, Student Services, and Financial Management.

Links

linkedin.com/in/jeimmyloredo

Skills

Data Entry

Record-Keeping

Scheduling

Microsoft Excel

Customer Service

Time Management

Conflict Resolution

Languages

English

Japanese

Hobbies

Profile

A detail-oriented and dedicated Registrar with 5 years of experience in managing student records, enrollment, and academic progress in educational institutions. Proficient in using various database systems and maintaining accurate documentation. Demonstrates strong communication and organizational skills, contributing to efficient operations and excellent customer service. Adept at collaborating with faculty, staff, and students to ensure a streamlined registration process and compliance with academic policies.

Employment History

Registrar at Missouri Secretary of State, MO

Apr 2023 - Present

- Successfully implemented an online voter registration system, increasing registered voters in Missouri by 25% and streamlining the registration process for over 1 million citizens.
- Efficiently managed a budget of $10 million, resulting in a 15% reduction in operating costs while maintaining high levels of customer service and improving overall efficiency in the office.
- Oversaw the digitization of historical records, leading to increased accessibility for the public and reducing the time required to retrieve documents by 50%.
- Implemented a comprehensive staff training program, resulting in a 20% increase in employee satisfaction and a 10% decrease in staff turnover rates.

Assistant Registrar at St. Louis City Recorder of Deeds, MO

Aug 2018 - Feb 2023

- Implemented a new digital filing system, resulting in a 30% increase in efficiency and reducing document retrieval time from an average of 20 minutes to 5 minutes per request.
- Streamlined the registration process for over 50,000 land records, significantly reducing errors by 40% and improving overall data accuracy.
- Coordinated and managed a successful transition from a paper-based to an electronic records management system, saving the office approximately $20,000 annually in printing and storage costs.
- Developed and delivered comprehensive training programs for 25 staff members, improving their knowledge and understanding of the updated registration processes and systems, leading to a 15% increase in overall productivity.

Certificates

Certified Records Manager (CRM)

Nov 2021

Association of Registrars and Collections Specialists (ARCS) Certificate

Jun 2020