

Riley Thompson

Human resources file clerk

Organized HR file clerk with attention to accuracy and confidentiality

HR file clerk with over four years of experience organizing personnel files, scanning sensitive documents, and maintaining digital records across multiple systems. Known for fast, error-free data entry and secure handling of employee information.

CONTACT



(000) 000-0000



email@example.com



LinkedIn



Indianapolis, IN

KEY SKILLS

- Confidential file management
- Digital archiving
- Document scanning
- Employee file audits
- HR database updates
- Physical records tracking
- Records retention compliance

EDUCATION

May 2017 | Associate of Science
(A.S.) in Office Administration

Ivy Tech Community College,
Indianapolis, IN

PROFESSIONAL EXPERIENCE

HR File Clerk | Pathway Insurance Group | Indianapolis, IN

June 2020 – Present

- Manage 800+ active and inactive employee files, ensuring documentation accuracy and completeness
- Digitize legacy personnel records for cloud storage and easier retrieval
- Conduct quarterly audits and resolve missing documentation

Clerical Assistant – HR Department | Meadow Valley Hospital | Indianapolis, IN

March 2018 – May 2021

- Scanned I-9 forms and background checks into secure database
- Supported transition to a new HRIS platform with accurate data transfer
- Maintained logs of file check-ins/check-outs to track usage