

John Grippo

File Management / Archives

1495 S. Hudson St - Denver, CO 80222
jagrippo@sbcglobal.net - (303) 300-4489

WORK EXPERIENCE

File Management

Source Corp. - Denver, CO - October 2011 to Present

Iron Mountain (file management, Jan - Oct.2011); U.S. Dept. of Commerce (Census Enumerator & Temp ; Mar.2009- 2010)

LCS Financial & Associates

Electronics Records Management - Denver, CO - 2006 to 2009

As one of only two staff entrusted with access to both sets of company files, effectively reviewed new files and determined assignment to either financial or legal component of company

§ Performed complex pre-conversion indexing of old paper files as well a new files in compliance with 61 categorical criteria prior to digitizing

§ Spearheaded both short-term and long-term File System Integration projects; developed / implemented documentation plan focused on managing aged files, from closing old accounts, imaging contents and destroying old files per defined timelines/policy to designing reports for identification of old files

§ Facilitated 3 paper to digital record conversions instrumental to improving operational efficiencies and drove initiatives to streamline workflow and resolve performance issues

Customer Service Associate, ABC Framing
2004-2006

§ Provided quality customer service and performed computerized estimating/designing

Temp

ProStaff - Denver, CO - 2002 to 2004

Demonstrated adaptability in effectively completing broad range of temporary assignments including electronic medical files indexing / optical scanning as well as administrative and customer service-related positions in television broadcast, title / mortgage and grocery chain industries

Lead Screener

Frank Azar & Associates - Denver, CO - 2001 to 2002

Responsibilities

Hired from temporary position to conduct comprehensive screening for class-action lawsuits, with focus on defining qualifications for inclusion based on analysis of plaintiff electronic medical / Rx records and histories against pre-defined criteria; assisted in training and supervising staff.

Trust Records Department

Wells Fargo Bank - 1996 to 2001

Norwest 1996-2001

§ Hired from temporary position and given special clearances to work in main vault in support of trust records operations; managed wills records and assigned new accounts for main office and affiliates

§ Team member in InfoTrax System beta testing for bar coding / automating tracking back records, playing key role in implementing technology-driven solutions

Customer Service and Inside Sales

Alphagraphics - Chicago, IL - 1992 to 1996

EDUCATION

B.A. in Liberal Studies

Sonoma State University-Rohnert Park - Rohnert Park, CA