

## **ROBERT S. GARTNER**

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Records Management • Document Review • Microsoft Office • Litigation Support • Data Entry • Legal Key • System Administration • Leadership • Document Management • Training • Photography • iManage • Staff Supervision • Public Speaking • Legal Writing • Legal Research • Concordance Databases • Adobe Acrobat • Intellectual Property • Community Outreach • EDRMS (electronic document and records management systems) • Knowledge Management • Litigation Support

### **TECHNOLOGY SUMMARY**

MS Office 2010 • Adobe • LegalKEY • Elite Enterprise • AccuRoute fax • Carpe Diem Electronic Time Sheet • Windows (all) • Kronos Time Keeper • LexisNexis Concordance • Clearwell eDiscovery Platform • Microsoft Lync • Mergent Online

### **EXPERIENCE**

**LATHAM & WATKINS – 885 Third Avenue, New York, NY**

**Information Resources Records Technician**

**6/99 to Present**

#### **Key Skills Used:**

File processing, including sorting, classifying, coding, updating, check-in/out, reports, retrieval, rerouting.

Research, including location of electronic and physical files, allocation of uncoded documents/file for benefit of attorneys, paralegals, and clerical staff.

Preparation of files for offsite storage.

Review of paper and electronic documents upon transfer, departure, and arrival of attorneys, paralegals, and clerical staff.

Integration of lateral attorney files into record center files.

Training and supervision of Records Center staff in use of LegalKEY software, Center tasks, and responsibilities.

#### **Key Results Achieved:**

Set up, organized, and managed the NY office Real Estate Binder Library.

Re-organized and continue to successfully manage Records Center Annex, the on-site box and temporary storage area.

Set up and organized Boston office Records Center, trained Boston Information Resources Manager new hire in the use of LegalKEY and all aspects of corporate/legal records management.

Created a comprehensive photographic record of all Records Center areas, case rooms and paralegal box rooms in New York and Boston offices.

Inventoried all original “vital documents” (wills, trusts, stock certificates, corporate kits, etc.) in the New York office and returned to clients any documents which did not need to remain in our storage.

Inventoried and researched all items from our off-site facility that were listed as ‘checked out’ for more than seven years.

Project Lead for *New York Processes & Best Practices* manual for the Records Center

Project Lead for *Closed Client Matter Project* (removing old and dormant files from active shelving)

**BARNES & NOBLE FINANCIAL CENTER – Westbury, NY**

**Senior Records Clerk – Sales Audit Department**

**10/92 to 6/99**

I supervised two full-time clerks, including task delegation. I managed the file maintenance, including the off-site storage and retrieval of these files. I maintained continuous oral and written communications among management, staff, retail store personnel, and storage companies.

***Key Results:***

Designed and established revised record keeping system for over 60,000 files covering 1,000 retail stores nationwide. Demonstrated ability to adapt to rapid change by quickly mastering new technologies, systems, processes, and workflows.

**L.J. RANES LTD– Brooklyn, NY**

**File Clerk**

**5/91 to 10/92**

Maintained consulting company client files, including supervision of all department activities, accounts payable and receivable, payroll, staff training, liaison between management and department staff.

**PETER HURST PHOTOGRAPHY DESIGN (fka Jayrod Studios) – New York, NY**

**Photography Department Manager**

**1/88 to 5/91**

I executed, reviewed, and assessed all principal catalogue photography for such clients as Best, Luria & Sons, and Jules Jurgensen, and was responsible for upkeep and efficiency of all studio equipment, including cameras, lenses, stands, and props.

**GARBARINI STUDIO– New York, NY**

**Photographer's Assistant, 12/86 to 1/88**

Maintained cleanliness and efficiency of the studio and all equipment, including camera, lenses, stands, and props. Assisted photographer with shooting in studio and on location.

**MURRAY COLLENS STUDIO– New York, NY**

**Darkroom Assistant, 8/85 to 12/86**

Maintained cleanliness and efficiency of the studio and all equipment, including camera, lenses, stands, and props. Assisted photographer with shooting in studio and on location.

**EDUCATION**

**GERMAIN PHOTOGRAPHY SCHOOL – New York, NY**  
**Professional Certification in Photography**

**ADELPHI UNIVERSITY – Garden City, NY**  
**Bachelor of Arts in Communications**

**SUNY DELHI – Delhi, NY**  
**Animal Husbandry Major**