

EXPERIENCE

AEW Capital Management

Boston, MA

6/2007 - Present

Corporate Records Manager/ Assistant Vice President

- Manage records management program in Boston, Los Angeles
- Develop and implement paper records management program in London and Syngapore
- Develop and implement electronic document management policies and procedures for all offices
- Facilitate annual destruction of both paper and electronic documents for all offices
- Manage two full time employees, summer interns and all vendor relationships

Towers Perrin Forster & Crosby

Boston, MA

Northeast/ Latin America Regional Records Coordinator

12/2005 – 6/2007

- Managed records management programs in the Northeast & Latin America.
- Established and maintained relationships with key professionals in the firm.
- Developed and implemented corporate records management policies and standards in the Northeast and Latin America.
- Periodically audited offices to ensure compliance with corporate records management standards.
- Designed file space and coordinated file room relocations.
- Converted decentralized filing systems to a centralized filing system.
- Educated employees on records management policies, procedures and standards. Facilitated training sessions and design training materials.
- Coordinated destruction for the Northeast and Latin America regions.

AEW Capital Management

Boston, MA

Records Associate

2000- 2005

- Implemented a retention program and set up annual destruction procedures across firm as well as created and maintained the records intranet site for AEW.
- Presented weekly reports directly to the firm's General Counsel on current records management issues, corporate retention requirements and provided recommendations on how to deal with the changing industry, including keeping the company in compliance with AIMR standards.
- Managed the records retention and overall filing apparatus of the Boston, Los Angeles and District of Columbia for over 180 clients and 300 properties.
- Oversaw the company's relationship with an electronic records management consultant, two full-time employees and summer interns.
- Negotiated off-site storage contracts for the three offices and coordinated all aspects of the firm's relationships with all off-site vendors.
- Provided recommendations on how to efficiently organize AEW's documents, both hard copy and electronic.
- Conducted annual review of all business units work flow procedure, updated file codes and facilitated annual company-wide training seminars.

Records Clerk

1999 – 2000

- Indexed incoming documents for offsite/ onsite storage into the company's automated records management system.
- Created folders, maintained file room and filled records requests.

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, Access
- Insight Automated Records Management Systems
- TPARMS Automated Records Management System

EDUCATION

Simmons College

Boston, MA

9/5/2007 – Present

- Graduate School of Library and Information Science with a concentration in Archives Management

Northeastern University

Boston, MA

1999 – 8/30/2007

- 8/2007 Bachelor of Science Business Management
- 9/2005 Associates of Business Administration