

CASEY LIM

Records & Data Entry Officer | Australian Public Service (APS 2-4)

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PROFESSIONAL SUMMARY

Meticulous Records and Data Entry Officer with 3.5 years of experience in Commonwealth records, information management and high-volume data processing. Expert in Content Manager, classification, digitisation and retention rules, with a track record of 99%+ accuracy and improved file retrieval. Trusted with sensitive and security-classified information. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Records Officer (APS 4) Feb 2025 – Present
Department of Veterans' Affairs, Melbourne VIC

- Register, classify and maintain 1,500+ physical and electronic records a month in Content Manager (TRIM).
- Apply retention and disposal schedules under the Archives Act 1983, completing audits with zero findings.
- Manage the digitisation of 20,000 paper files, improving access and reducing storage costs.
- Advise staff on record-keeping obligations, naming conventions and security markings.
- Run monthly data quality checks and correct errors before reporting.

Data Entry Operator (APS 3) Sep 2023 – Jan 2025
Australian Bureau of Statistics, Melbourne VIC

- Entered and verified 400+ survey and administrative records daily with 99.5% accuracy.
- Reconciled data against source documents and resolved discrepancies with program teams.
- Built Excel checks that cut data errors by 35%.
- Handled confidential data in line with privacy and security requirements.

Records Assistant (APS 2) Mar 2023 – Aug 2023
National Archives of Australia, Melbourne VIC

- Sorted, boxed and indexed records and maintained registers and location data.
- Retrieved and dispatched files with 100% tracking accuracy.

EDUCATION

Certificate IV in Business (Records Management)
Melbourne Polytechnic, VIC – 2022

VOLUNTEERING

Archive Volunteer 2022 – Present
Melbourne Historical Society, VIC

- Catalogue and digitise community photographs and documents.

KEY CAPABILITIES

- Records classification and registration
- Digitisation and scanning
- High-volume data entry
- Data validation and reconciliation
- Retention and disposal schedules
- Archives Act compliance
- Information security handling
- File retrieval and audit support
- Attention to detail

TECHNICAL SKILLS

Content Manager (TRIM)

Microsoft ExcelWordSharePoint

OutlookAdobe Acrobat

Typing 70 WPM

KEY ACHIEVEMENTS

- Achieved 99.5%+ data entry accuracy for 18 months.
- Led the scanning of 20,000 files ahead of schedule.
- Reduced file retrieval time by 25% with a new tracking checklist.

TRAINING & CERTIFICATIONS

- APS Foundation Program – APS Academy
- Certificate IV in Records Management
- Australian Government Records Management
- Protective Security Awareness Training
- Excel for Data Analysis

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Melbourne, hybrid or flexible

REFEREES

Available on request.