

Document Controller

ROBERT SMITH

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Objective

Accomplished administrative professional with eight years of progressive responsibilities and experience. Capable of handling a wide range of administrative functions, while consistently producing top-quality work.

Skills

Records and database management.

Work Experience

Document Controller

ABC Corporation - March 2015 - August 2015

- Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution.
- Created and established work instructions for document retention plans and implementation of retention vendor services.
- Responsible for ensuring circulation durations for distribution and retention cycles are tracked and monitor any deviations so they may be reported to management.
- Prepare, file, and distribute all project documentation/drawings and correspondence for EPC groups (engineering, procurement, construction).
- Support estimating and bid proposal teams to receive, check and validate documents regarding possible projects and job showings Receives and appropriately handles emails from clients and staff in an accurate timely manner.
- Facilitates information flow and action with coordinators.
- Creates transmittals and files for recipients to ensure nothing is delayed that may affect bids or projects Maintain document distribution matrix for project teams, client lists and key personnel Assisted in engineering specification templates to be uploaded to the EDMS.

Document Controller

ABC Corporation - November 2013 - February 2015

- Collect, maintain and distribute all documents necessary to define product configuration and control manufacturing processes that insure conformance to customer requirements.
- Develop and maintain a comprehensive filing system and computer database for all documents to be retained in the document control center.
- Manage the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner.
- Collect and maintain files of the latest revision level documentation necessary to define product configuration and control manufacturing processes.
- Timely distribution of latest revision level documentation to all appropriate users and ensure that obsolete documentation is removed from distribution.
- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.

- Perform clerical typing duties to generate documents as necessary, electronic document management system Perform duties as defined in division document control policies and procedures.

Education

High School Diploma in Management - 1998(Forest Brook High School)