Robert Smith

**Document Controller II**

Phone (123) 456 78 99

Email: info@website.com Website : [www.Website.com](http://www.Website.com)

LinkedIn: linkedin.com/username Address: 1737 Marshville Road, Alabama

# SUMMARY

10 plus years of dependable experience as Administrative Professional with a proven record of accomplishment in the areas of Document Control, customer relations, records management, information systems and general office operations.

# SKILLS

MS Office, MS Excel.

# WORK EXPERIENCE

## Document Controller II

Rider Hunt International ­ August 2010 – 2019

* Manage the daily operations of the client document control and assist with the RHi proprietary software RHiComs during the measurement phase of the projects.
* Track and expedite submittals from contractors.
* Assist in record preparation, imaging, storage, and related services off-site.
* Work closely with project managers, engineers, and contractors to maintain and resolve document and drawing issues.
* Control processing of project-related files and documents in the computer-based document

control system.

* Controlled all incoming documentation, from suppliers and clients.
* Receiving documents, checking for accurate stamping and meta-details and processing according to procedures.

## Document Controller

ABC Corporation ­ 2005 – 2010

* Distribution and retrieval of all engineering drawings pertaining to the current project.
* Daily tracking of all work in progress.
* Tracking of all third party vendors and equipment rentals.
* Assisting office staff with in processing of new hire employees.
* Expediting information and documents through the management team.
* Daily tracking and documentation of all materials.
* Sparks Nissan Kia, Monroe, Louisiana.

# EDUCATION