

# Robert Smith

Phone (123) 456 78 99

Email: [info@website.com](mailto:info@website.com)

Website : [www.Website.com](http://www.Website.com)

LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)

Address: 1737 Marshville Road, Alabama

## Document Controller II

### 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