ROBERT SMITH

Document Controller III

Phone: (0123)-456-789 | Email: info@website.com | Website:Website.com

SUMMARY

Over ten (10) years of experience as a document controller/ Sr. document controller. Used skills and knowledge to contribute to the success of several major projects.

CORE COMPETENCIES

Duplicate Detective, Folder Sizes, NetInfo, SAP, Coreworx, Microsoft Office, Microsoft Office 365, Print Folder Pro.

PROFESSIONAL EXPERIENCE

Document Controller III
ABC Corporation - June 2004 – August 2008

Key Deliverables:
- Responsible for examining documents such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data.
- Review contracts to determine documentation required for each phase of project.
- Monitor due dates for drawings, specifications, software, technical manuals, and other documents.
- Manage the flow of correspondence into and out of the Company; ensure outgoing documents are accurate, comply with company standards and policies, route correspondence to correct associates; and protect and secure confidential and proprietary information.
- Copy or fax materials; organize, maintain, and safeguard files and databases.
- Monitors status of project to ensure documentation is submitted according to schedule.
- Reviews and verifies project documents for completeness, format, and compliance with contract requirements.

Document Controller
ABC Corporation - 1999 – 2004

Key Deliverables:
- at Technip for BP ThunderHorse Contracted to BP Thunder Horse as Document Controller.
- Atlantis Project added in 2013 when contract changed from direct BP to Technip for BP.
- f access and facilitate with permissions or training as necessary.
- Acting as Client, receive documents from Contractor Document Control via electronic means, Check to insure the format and contents comply with applicable requirements, Enter documents into two different databases, issue document number if not on Master Document List, maintain applicable Master Document List using Supplier Master Document Lists and Deliverable Lists.
- Determine proper distribution using either Document Distribution Matrix or information from subject Matter Lead, and send for review or approval, Monitor to confirm that the documents are returned within specified time frame, Upon receipt back from approver,.

- Major programs used Documentum, Sharepoint, Adobe Acrobat Pro, Word/Microsoft Office.
- Worked for John McDougall when direct BP and then Roy-Michael Gibson while with Technip.

EDUCATION

- B.A. in Criminal Justice - (Louisiana State University - Shreveport, LA)