

# ROBERT SMITH

## Document Controller II

E-mail: info@website.com

Phone: (0123)-456-789

### SUMMARY

Looking for a suitable position where I could be a productive and contribution member of the team or organization to utilize work experience in the field of Document Control, Project Coordination, System Support, Data Base Management, Business Coordination, Market Research, Product Presentation, Client Promotion, Marketing, Techno-Commercial Negotiation, Office Administration and Project Support Services.

### SKILLS

Operations, Account Management, Loss Control, Analytical Support, Customer Service.

### WORK EXPERIENCE

#### Document Controller II

ABC Corporation - July 2006 – October 2006

- Received and registered client-provided documents for detailed engineering or construction engineering projects, including in-house generated document.
- Controlled issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
- Maintained specifically assigned project databases.
- Ensured proper document classification, sorting, filing and proper archiving.
- Reviewed completeness of documentation and prepared document transmittals.
- Prepared and maintained AFC and As-built photostat books for detail engineering or construction engineering project, either for in-house use or for onward transmittal to clients during project closeout.
- Performed document quality check in accordance with company engineering document control procedures.

#### Document Controller

ABC Corporation - 2004 – 2006

- Recommended operational improvements based on tracking and analysis.
- Documented business processes and analyzed procedures to see that they would meet changing business needs.
- Entered numerical data into databases in a timely and accurate manner.
- Obtained scanned records and uploaded them into the database.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Added new material to file records and created new records.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.

## SCHOLASTICS

- - August 2006(Baytown Lee College aytown)