ROBERT SMITH

# Sr. Document Controller

### info@website.com | LinkedIn Profile |Website.com

7 years of Supervisory/Management experience, in both Quality and Customer Service Leadership roles. Six years of SAP foreground and background experience in various modules.

# EXPERIENCE

## Sr. Document Controller

### ABC Corporation - 2005 – 2011

* Creating, implementing, changing and maintaining all documents pertaining to the Quality Business Management System, according to the rules and regulations.
* Collaborated on the creation and writing of the Quality Manual that drove all standard operating procedures, work instructions and corresponding documentation.
* Trained all new employees in the standard operating procedures of the ISO system.
* Certified to perform internal audits on the implemented Quality Business Management System.
* Created and maintained a web site for all the plants ISO documentation.
* Trained all affected employees in changes to the Standard Operating Procedures by doing En Masse training.
* Passed seven ISO External audits and two recertification audits without any findings.

## Document Controller

### ABC Corporation - 2004 – 2005

* Started as Test Department Lead supervising test crew, interfacing with engineering to ensure quality product (SMTP based remote equipment monitors) and develop/maintain manufacturing procedures and test stations.
* Maintained all test records and documentation.
* Performed new hire and ongoing training of all test technicians.
* Transferred to Document Controller position where I assisted the non- technical purchasing manager with understanding the technical aspects of electronic parts and substitutions while acting as the departments technical liaison to the engineering department.
* Developed and managed the companys RoHS initiative procedures, and documentation to assure supply chain compliance and demonstrable due diligence.
* Wrote new procedural and policy documents pertaining to purchasing and manufacturing.
* Assured all manufacturing documentation was updated per ECNs from engineering.

# EDUCATION

* BS in English - (MacMurray College - Jacksonville, IL)

# SKILLS

Office Administration, Accounting and finance, Business.

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