

# ROBERT SMITH

## Sr. Document Controller

[info@website.com](mailto: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.