***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**www.Website.com**

***SKILLS***

Adobe Pro.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Document Controller/Analyst***

# PERSONAL STATEMENT

Dedicated, hard-working individual with proven organizational, time management and interpersonal skills. Works well in teams or individually to achieve goals and objectives.

# WORK EXPERIENCE

## Document Controller/Analyst

### ABC Corporation - March 2014 – September 2015

*Responsibilities:*

* Report writing, records scanning, imaging processes, quality assurance for case review sheets.
* Remote storage, standing shelf archives for records retention.
* Utilizes imaging systems to store Standardized Case Review Sheets (SCRS) records into SharePoint for remote storage.
* Performs quality assurance checks (QA) on imaged and paper records in NCIS file systems.
* Manages and controls physical records for standing shelf archives in NCIS Records Department using Department of the Navy (DoN) Records Retention and Disposition Guidelines.
* Coordinated with NCIS Records personnel to retrieve stored files.
* Received and fulfilled requests from customers for SCRS file information from field agents or other NCIS personnel.

## Document Controller

### ABC Corporation - 2013 – 2014

*Responsibilities:*

* 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

BACHELOR OF SCIENCE in MANAGEMENT/COMPUTER INFORMATION SYSTEMS - (PARK UNIVERSITY - Parkville, MO)