

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)

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)