**Lead Document Controller**

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# Objective

Detail and organizational skills have helped many projects with their success and completion. Having the ability to properly handle a high volume of work while keeping the work's integrity intact.

# Skills

Ms Word, Marketing And Sales, Management.

# Work Experience

## Lead Document Controller

**ABC Corporation** ­ 2007 – 2009

* Receive and send all documents to database / log entries for tracking purposes Prepared, download and printed documents/drawings, specifications, Add/update documents in project information systems.
* Quality check documents, drawings, and transmittals for correct titles, revisions, and document number and revision submitted by suppliers/subcontractors, and engineers.
* Prepared various documents for the Project Engineer/team.
* Maintaining copies of client specifications and standards for a project, which includes tracking of specification deviations and addendums.
* Maintain internal issuing, tracking and reporting status of drawings, specifications and engineering documents.
* Verified data gathered, such as matching supplier invoices against file copies.
* Independently plans, schedules and performs broadly defined clerical and document management tasks.

## Document Controller

**Topa Insurance** ­ 2003 – 2007

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning in all relevant new documents.
* Checking despatch documents are accurate Presentation and filing of documents and drawings Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a Meridian Document Control System.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents are as up to date as possible within electronic filing systems.

# Education

MBA in Marketing ­ August 2009(Wilkes University ­ Wilkes­Barre, PA)