ROBERT SMITH

**Document Controller/Coordinator**

**info@website.com | https://Website.com**

A skillful communicator with exceptional interpersonal, oral and written presentation skills as well as strong analytical and critical thinking skills which has progressively led to positions of increased responsibility.

**DECEMBER 2012 – SEPTEMBER 2015**

## DOCUMENT CONTROLLER/COORDINATOR - ABC CORPORATION

* Managed the project email inbox to ensure that internal requests are handled in a timely manner.
* Responsible for issuing all engineering documents as well as supplier/vendor documents.
* Quality checked, processed and distributed official engineering documents that were sent and received from the client.
* Ensured that document control functions were being performed in accordance with policies.
* Ensured the project teams followed the defined internal document review and approval process.
* Cut the companys costs by providing on the job training to all new project coordinator personnel and project team.
* Provided interface training to the engineering department for the Xait software.

**2009 – 2012**

## DOCUMENT CONTROLLER - ABC CORPORATION

* Compiles and maintains control records and related files to release drawings and project documents to all involved projects.
* Examines documents, such as drawings, change orders and specifications to verify completeness and accuracy of data.
* Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents or Client Deliverable.
* Posts changes to computerized or manual control records, releases documents and notifies affected departments.
* Maintains, Monitored and adjusted data input for all Vessel Booklets; On/Off Hire Surveys, Agreement Change Notices; Change Orders; Internal/External Letters; HSE Documentation, Deliverable and Feedback Documentation in a SharePoint Subsite Assisted the.
* An Iso 9001 Certified Company; All Processes and Procedures were based on these Standards.
* Worked under Minimal or no Supervision Wheatstone LNG - Major Capital $350 Million.

# EDUCATION

- (Lone Star College-Cy-fair)

# SKILLS

Excellent written and verbal communication skills, Team promoter.

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