

ROBERT SMITH

Document Controller/Coordinator

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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.