***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**www.Website.com**

***SKILLS***

Administrative Assistant, Customer Service Skills.

***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/Supervisor***

# PERSONAL STATEMENT

To work as an Administrative Assistant/ Customer Service Agent of a highly prestigious company that would hone knowledge and enhance abilities that would contribute to the growth of the company.

# WORK EXPERIENCE

## Document Controller/Supervisor

### ABC Corporation - April 2008 – March 2009

*Responsibilities:*

* Responsible for the coordination of all project-related personnel movements, including travel, transport, accommodation (including the Company Crew Flat) and related logistics.
* Responsible for coordinating with clients and / or agencies to ensure proper personnel movement.
* Determine project related visa and security pass requirements and arrange for all the necessary visa, security passes, seamans books etc.
* Required for the project personnel and ensure that they remain valid for the required duration.
* Maintain the Companys asset database system.
* Maintain a database containing purchasing, suppliers and personnel information.
* Preparing the monthly personnel and C-Nav signal utilization report for the job costing.

## Document Controller

### ABC Corporation - 2007 – 2008

*Responsibilities:*

* Set up incoming Oil & Gas assigned jobs.
* Includes email, phone and personal contact with clients, project managers and personnel as needed.
* Create and maintain MS Excel based large spreadsheets for client and all vendor documentation flow.
* Monitor all documentation.
* Create job manuals hard and soft copies of all completed job documents.
* Internal QA/QC Auditor assistant.
* 2010 Employee of the Quarter/Year.

**Education**

B.S in Hotel and Restaurant Management - 1997(Lyceum of the Philippines)