



ETHAN MARTINEZ

Document Control Assistant

PROFESSIONAL SUMMARY

Detail-oriented Document Control Assistant with 5 years of experience in managing document workflows, ensuring compliance, and maintaining accurate records. Proven ability to enhance document control processes and support quality assurance.

WORK EXPERIENCE

Document Control Assistant Dec / 2021-Ongoing
Blue Sky Innovations Chicago, IL

- Managed the filling, copying, scanning, and distribution of controlled documents across departments.
- Prepared and processed requests for document reproduction and ensured timely delivery.
- Operated and maintained reproduction equipment to ensure high-quality outputs.
- Documented and organized preparation for off-site storage of critical documents.
- Created and issued logbooks for equipment, rooms, and personnel to maintain accurate records.
- Collaborated with R&D and Quality Assurance teams to align and verify document accuracy.
- Maintained a comprehensive archive of controlled documents to ensure compliance and accessibility.

Document Control Assistant Dec / 2019-Dec / 2021
Cactus Creek Solutions Phoenix, AZ

- Tracked and distributed drawings, specifications, RFIs, and submittals, ensuring all documents were up-to-date.
- Processed document orders and assisted with Document Control and Safety Procedures.
- Coordinated Engineering Change Requests, updating databases and managing document versions.
- Managed filing of engineering documentation, including drawings, specifications, and BOMs.
- Performed data entry for part numbers and maintained tracking logs for all documentation.

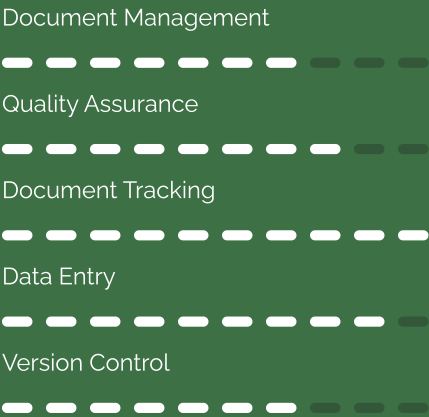
EDUCATION

Associate of Applied Science Dec / 2017-Dec / 2019
Community College of Philadelphia Chicago, IL

Focused on document management and administrative support, providing foundational skills for document control roles.

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

Knitting Scuba Diving
E-sports Reading Fiction

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Streamlined document retrieval process, reducing access time by 30%.
- Implemented a new filing system that improved document accuracy by 25%.