

Document Control Associate

ROBERT SMITH

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Objective

Working as an Office Assistant, Mail Sorter, Warehouse Worker, and Call Center Agent. Each of these occupations has allowed me to develop extraordinary skills with attention to details, time management, and the ability to function in a team setting.

Skills

Customer Service, Multitasking.

Work Experience

Document Control Associate

ABC Corporation - July 2011 – April 2012

- Provided support to the Document Manager and the Project Manager.
- Received, printed, checked, and validated the document to be transmitted.
- Input the documents into the Document Management System by using SAP.
- Verified the metadata of each file and ensure timely distribution of the documents.
- Ensured that the distribution lists are followed.
- Determined that the cycle for checking and approval are tracked and any deviations are reported.
- Responsible for collecting the data for technical documents and verify the current revision status of the documents for distribution.

Document Control Associate

Delta Corporation - 2010 – 2011

- Prioritize jobs to be done in a timely manner, input data into computer with great degree of accuracy, compile build books to be sent to materials so .
- Chip room associate-room leader-prioritize jobs to be done in timely manner, cut chips on chip saw within desired tolerance of value needed, cut .
- Trained employees at multiple locations on using new software system to ensure FDA compliance with document control Assisted departments with .
- Proofed new business applications against source documents for accuracy - Prepared policies for mailing by attaching appropriate forms and policy .
- Established document flow and distribution to all involved individuals.
- Tracked, issued and stored all mechanical alignment documentation.
- Prepared documentation electronically for turnover to client.

Education

Associates In Applied Science