

ROBERT SMITH

Document Control Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A driven individual with strong communication, customer development, procedure following and organizational skills to be a productive and useful part of a team. Hands-on, client-oriented person who implements creative investment strategies and is dedicated to continuous improvement. Professional with strong leadership and interpersonal skills who adds energy and value to an organization.

CORE COMPETENCIES

NX Unigraphics, SolidWorks, AutoCad, 3D Studio Max, Microstation, FastCad, Visualization Professional, Powerpoint, Excel, Inventor.

PROFESSIONAL EXPERIENCE

Document Control Associate

ABC Corporation - July 2015 – 2021

Key Deliverables:

- Interfaced with third party lenders to fulfill their requirement to execute assignments coordinate with attorneys/vendors for revisions and follow-up on open items.
- Performed quality control checks and update procedures as directed.
- Experienced handling Pre-Breach, Foreclosure, and Lien Releases.
- Performed maintenance of updates to the document files.
- Administrated of Original Loan Documents which will contain a combination of Note, Security Instruments, title policies, etc.
- Processed and coordinated orders, receiving files, imaging files, image verification, delivery and shipping of documents.
- Performed quality control checks and updates procedures as directed.

Document Control Associate

Delta Corporation - 2011 – 2015

Key Deliverables:

- 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.

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- Prepared documentation electronically for turnover to client.

EDUCATION

Bachelor Of Science

