

Document Control Coordinator

ROBERT SMITH

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Objective

To obtain a challenging position in a fast paced environment that utilizes professional skills and experience and allows for opportunities in career advancement.

Skills

Document Management.

Work Experience

Document Control Coordinator

Jacobs Engineering - September 2012 - 2019

- Document Control Coordinator Document and information management on BP Whiting Refinery revamp project.
- Document and information management on Shell Scotford HCU Debottleneck project.
- Creating final documentation deliverable reports.
- Transmitting engineering and vendor documents using JPI and Citadon.
- Creating end of job Project Data Books, including hard and electronic copies.
- Working on multiple projects simultaneously and working closely with the client to ensure procedures are clear for a smooth hand over of documents.
- Entering Purchase Orders, Drawing Requests and resolving client Non-Conformance reports.

Document Control Coordinator

ABC Corporation - 2008 - 2012

- Utilized proprietary software for approving the release of documentation into an Electronic Document Management System via Integrated Content Management System, SharePoint, WindChill and Vault.
- Reviewed and analyzed all records before approval and release for official use for ISO 9001 Compliance to minimize or mitigate the potential liability of the Laboratory.
- Interfaced with project managers, the design and drafting division and the procurement division to communicate current standards, practices, and policies related to project critical documentation as stated in the Laboratory Management System.
- Streamlined the procurement bid process, which decreased the response time and rate of error by 60%, thus decreasing the budget for the overall project by eliminating paper and a Full Time Employee and the amount of potential liability for the Laboratory.
- Converted all paper files (drawing, documentation, etc.) to electronic format to reduce the percentage of hands-on usage of files and allow for quicker access and distribution to customer base.
- Received Pace Setter Award for participation in the WindChill Committee, which removed barriers from the previous drawing release process, streamlined the approval process to decrease time, and set the schedule for the roll out of the new system thereby exceeding the companys deadline.
- Provided configuration management by utilizing a customized oracle database system..

Education

Bachelor of Science in Dance - (SAM HOUSTON STATE UNIVERSITY - Huntsville, TX)