

ROBERT SMITH

Document Control Coordinator/Inspector

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SUMMARY

Self-motivated individual who consistently demonstrates good judgment, independence, diversity and extreme discretion. In addition, possess exceptional interpersonal, collaboration, and communication skills to work at all levels of an organization.

CORE COMPETENCIES

Microsoft Office.

PROFESSIONAL EXPERIENCE

Document Control Coordinator/Inspector

ABC Corporation - 2010 – 2014

Key Deliverables:

- Established a functional document control department from what was primarily a reproduction department.
- Developed the current work process for Geismar document control.
- Maintain transmittal database, project file and distribution matrix.
- Issue packages, expedite documents and comments to/from vendor and project team.
- Developed the process for creating electronic project job books.
- Enter data in job book database to produce status reports on job book activities.
- Responsible for the check-out/in of Native CAD files and manual drawings.

Document Control Coordinator

Kinamed, Inc - 2006 – 2010

Key Deliverables:

- Collect, control, maintain and distribute all documents necessary to assure product quality and function of the Companys Quality Management System.
- Create and maintain documents for all customer complaints-Creation to closing.
- Create shipping Certifications.
- Effectively perform all document control functions to assure compliance with all medical device regulatory requirements.
- Maintains quality records per applicable Quality Documentation, DMRs, DHRs.
- Knowledgeable in FDA QSR, ISO 13485.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor's in Psychology - (Louisiana State University)

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