



# MIA TAYLOR

## Document Control Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

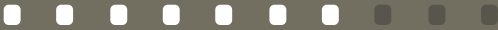
Database Management



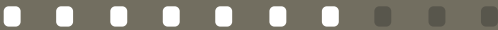
Communication Skills



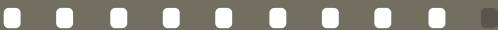
Problem Solving



Attention To Detail



File Organization



### 🚀 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

### 👊 STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

### 🗣 LANGUAGES



English



Spanish



Japanese

### 🌟 ACHIEVEMENTS

🌟 Streamlined document control processes, reducing retrieval time by 30%.

🌟 Successfully led a team to achieve ISO 9001 certification for document management.

🌟 Created a digital archive system that reduced physical storage needs by 50%.

### 👤 PROFESSIONAL SUMMARY

Seasoned Document Control Manager with 10 years of expertise in elevating document management frameworks. Skilled in establishing efficient tracking systems, ensuring compliance, and leading teams to achieve operational excellence. Dedicated to enhancing documentation processes and driving project success through strategic planning and collaborative efforts.

### 💻 WORK EXPERIENCE

**Document Control Manager/Incharge** 📅 Jan / 2019–Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Received, tracked, and transmitted internal and external documents, preparing them for review and distribution.
2. Maintained and distributed documents in accordance with Document Distribution Management (DDM) protocols.
3. Assembled meeting materials and formatted reports, maintaining a comprehensive database of project-related documents.
4. Conducted training sessions on document control procedures and acted as HR Liaison for the DC department.
5. Prepared agendas and developed Policies and Procedures (P&Ps) for document control.
6. Gathered final certified data and compiled it into Job Book format for client delivery.
7. Executed audits to ensure compliance with established document management standards.

**Document Control Manager**

📅 Jan / 2015–Jan / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Established and implemented document control procedures and policies for various projects.
2. Created and maintained document logs, drawings, and electronic files to ensure accuracy and accessibility.
3. Engaged daily with customers, engineers, and subcontractors to facilitate effective communication and collaboration.
4. Conducted audits of document records and proposed improvements for increased efficiency.
5. Compiled monthly reports for stakeholders, detailing budget forecasts and actual expenditures for the department.

### 🎓 EDUCATION

**Bachelor of Science in Business Administration**

📅 Jan / 2012 – Jan / 2015

University of California

📍 Chicago, IL

Focused on operations management and project control techniques.