Lead Document Controller

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Objective

Detail and organizational skills have helped many projects with their success and completion. Having the ability to properly handle a high volume of work while keeping the work's integrity intact.

Skills

Ms Word, Marketing And Sales, Management.

Work Experience

Lead Document Controller

ABC Corporation - 2007 – 2009

- Receive and send all documents to database / log entries for tracking purposes Prepared, download and printed documents/drawings, specifications, Add/update documents in project information systems.
- Quality check documents, drawings, and transmittals for correct titles, revisions, and document number and revision submitted by suppliers/subcontractors, and engineers.
- Prepared various documents for the Project Engineer/team.
- Maintaining copies of client specifications and standards for a project, which includes tracking of specification deviations and addendums.
- Maintain internal issuing, tracking and reporting status of drawings, specifications and engineering documents.
- Verified data gathered, such as matching supplier invoices against file copies.
- Independently plans, schedules and performs broadly defined clerical and document management tasks.

Document Controller

Topa Insurance - 2003 – 2007

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking despatch documents are accurate Presentation and filing of documents and drawings Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

Education

MBA in Marketing - August 2009(Wilkes University - Wilkes-Barre, PA)

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