



# AVA DAVIS

## Document Management Assistant

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🌐 www.qwikresume.com

### SKILLS

Document Management Software



Records Management Systems



Digital Imaging Software



Time Management



Communication Skills



### INTERESTS

🏛 History

💻 Technology

★ Theatre

🤿 Scuba Diving

### STRENGTHS

💡 Ingenuity

🎨 Creativity

⚡ Agility

🔗 Tenacity

### LANGUAGES



English



Russian



Dutch

### ACHIEVEMENTS

🌟 Streamlined document retrieval process, reducing search time by 30%.

🌟 Developed training materials for new document management software, improving user adoption by 40%.

🌟 Implemented a new indexing system that enhanced document accessibility and compliance.

### PROFESSIONAL SUMMARY

With a decade of expertise in document management, I excel at organizing, indexing, and retrieving both digital and paper documents to enhance operational workflows. My commitment to efficiency and compliance ensures streamlined processes, fostering a reliable information retrieval system.

### WORK EXPERIENCE

#### Document Management Assistant

📅 May / 2019–Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Updated the document management website utilizing Adobe Photoshop and HTML, improving user interface and experience.
2. Oversaw administrative functions for document and data management, ensuring compliance with organizational standards.
3. Defined and documented processes; created SOPs and work instructions for efficiency.
4. Supported the use of a Documentum-based repository, enhancing data retrieval capabilities.
5. Contributed to the development of a new Document Management System, aligning with user needs.
6. Conducted training sessions on Documentum workflows, increasing team proficiency.
7. Managed records activities, including the storage and retrieval of documents from offsite centers.

#### Document Management Assistant

📅 May / 2015–May / 2019

Summit Peak Industries

📍 Denver, CO

1. Established and organized file structures for incoming documents, streamlining the indexing process.
2. Assisted in scanning and archiving historical documents with meticulous attention to detail.
3. Produced both hard and electronic copies of construction and engineering documentation.
4. Operated copiers and scanners to ensure document quality and integrity.
5. Imported clinical study documents into trial management systems, ensuring compliance with protocols.
6. Managed daily processing of research documents, maintaining accuracy in data entry.

### EDUCATION

#### Bachelor of Science in Information Management

📅 May / 2012 – May / 2015

University of Phoenix

📍 Denver, CO

Focused on data organization and management principles.