



SOPHIA BROWN

Document Management Coordinator

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

PROFESSIONAL SUMMARY

Dedicated Document Management Coordinator with over 7 years of experience optimizing document control and compliance processes. Skilled in managing electronic and physical documents, ensuring data integrity, and implementing effective strategies to enhance workflow efficiency. Committed to fostering collaboration across teams and driving continuous improvement in document management practices.

WORK EXPERIENCE

Document Management Coordinator 📅 Mar / 2021-Ongoing
WidgetWorks Inc. 📍 Denver, CO

- 1. Managed the scanning and digital archiving of incoming documents, ensuring compliance with document management protocols.
- 2. Coordinated with teams to maintain high standards of document quality and security.
- 3. Regularly communicated updates on document status to stakeholders to enhance transparency.
- 4. Implemented process improvements that increased efficiency in document handling and retrieval.
- 5. Maintained accurate records in CPR Plus and other systems to support project documentation needs.
- 6. Monitor document workflows to improve efficiency and accuracy.
- 7. Conducted regular audits to ensure adherence to document retention policies.

Document Management Coordinator 📅 Mar / 2018 - Mar / 2021
Lakeside Apparel Co 📍 Chicago, IL

- 1. Created and maintained an ISO Tracker database for efficient document tracking.
- 2. Provided regular project status updates to management for informed decision-making.
- 3. Managed the submission of closeout documents in accordance with contractual obligations.
- 4. Facilitated the distribution of critical documents to field teams to support construction activities.

EDUCATION

Bachelor of Science in Information Management 📅 Mar / 2015 - Mar / 2018
State University 📍 Chicago, IL

Focused on document management systems and data integrity practices.

SKILLS

Cross-functional Collaboration

Document Control

Policy Development

System Implementation

User Support

Reporting Skills

INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

Fairness

Flexibility

Forward-thinking

Gratitude

LANGUAGES

English

Dutch

Mandarin

ACHIEVEMENTS

- ★ Streamlined document retrieval processes, reducing access time by 30%.
- ★ Implemented a new filing system that improved document accuracy by 25%.
- ★ Led a project to archive 1,000+ documents, ensuring compliance with industry standards.