

ROBERT SMITH

Documentation Analyst

info@qwikresume.com | <https://Qwikresume.com>

Highly qualified Documentation Analyst with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

OCTOBER 1997 - DECEMBER 1999

DOCUMENTATION ANALYST - ABC CORPORATION

- Corrected computer errors and issues in the day-to-day operations of the company.
- Wrote programming code in the Fox Pro programming language.
- Responsible for doing end of month computer data files back-up onto computer tapes.
- Responsible for making computer data tapes for customers.
- Responsible for making sure data are correct before inputting them into data tapes.
- Responsible for the auditing of the number of computer tapes that the company handled each month.
- Responsible for running the end-of-month computer report for the company.

1996 - 1997

DOCUMENTATION ANALYST - DELTA CORPORATION

- Proofread and edited military training manuals.
- Verified requirements for configuration and traceability of materials.
- Prepared documentation packages for customer review and acceptance.
- Implemented improvements to emphasize efficiency.
- Contract position with Randstad Staffing.
- Collaborated with subject-matter experts to accurately accomplish technical writing initiatives
- Wrote intelligible standard work and training.

EDUCATION

Certificate in Web Publishing - (Montgomery College)

SKILLS

Lean Manufacturing (Kaizen, Kanban, 5s, Value Stream).

