DOCUMENT CONTROL ASSISTANT RESUME

Objective:

To obtain the position as Document Control Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Certified Assistant with experience in facilitating the approval Process and Distribution of Quality System Documentation
- Ability to share knowledge and contribute to the project and administrative team goals
- Familiarity with a variety of project documents and document processing requirements
- In –depth knowledge of Process Change Order (PCO) system
- Highly skilled with using individual initiative, discretion and diplomacy
- Uncommon ability to extract and compile data for the preparation of general reports
- Ability to organize and prioritize administrative deliverables
- High willingness to work overtime if required
- Ability to handle phone calls, email and fax
- Excellent verbal and written communication skills

Work Experience:

Document Control Assistant, August 2005 to till date
Kelly Services, Grand Rapids, MI

- Coordinated review of Quality Records and interim changes to Signature Authority Forms.
- Maintained storage of permanent documents, controlled documents, DMR's, and QSP's.
- Administered the Process Change Order (PCO) system.
- Assigned PCO numbers that changed requests to satisfy procedural requirements.
- Distributed Change-Controlled documentation to applicable areas.
- Facilitated approval Process and Distribution of Quality System Documentation.
- Co-managed and archived documentation in a manner which allowed timely retrieval in the future.

Document Control Assistant, May 2000 to July 2005
Lockheed Martin, Grand Rapids, MI

- Performed data input of shipments into the FedEx and other courier systems.
- Assisted in maintaining central, controlled supply of classified documents.
- Processed incoming and outgoing material, media and equipment.
- Delivered mail to various on and off-site offices and buildings.
- Assisted Security Assistant Senior Specialist with security related tasks.
- Proofread and edited documented formatting and readability.
- Performed paper and electronic-based research.

Education:

Associate Degree in Accounting, Mayland Community College, Spruce Pine, NC

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