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## Document Control Clerk Resume

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### Job Objective

Seeking to obtain a Document Control Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

Document Control Clerk, May 2004 – Present  
PointRoll Inc., Bakersfield, CA

- Compiled and maintained all records to support engineering and production of aerospace detail parts and assemblies.
- Coordinated with customer service and engineering departments using customer electronic data systems to order and monitor.
- Maintained engineering drawings and specifications.
- Provided engineering drawings and specifications to support all phases of production.
- Administered quality and production planning documents.
- Recorded and maintained administrative data that measures the activities and status of work.

Document Control Clerk, March 2002 – April 2004  
Royal Realty Corp, Bakersfield, CA

- Compiled data into reports for quality outputs.
  - Administered scanning and acted upon work orders, quality plans, shipping data, and furthered certifications in computer database.
  - Reviewed and analyzed product structure concurrently with release and change management data.
  - Maintained the retention status for the storage, retention, and destruction of company records; and acted upon processing, filming and storing.
  - Retrieved current and historical design, technical, and programmatic documents in accordance to project, customer, and company practices and requirements.
  - Reviewed, generated, and updated internal procedures to reflect current working guidelines.
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### Summary of Qualifications:

- Ability to compile data, expedite work on project site and coordinate with engineering professionals
  - Ability to effectively communicate (verbal and written)
  - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
  - Good oral and written communication skills
  - Familiar with Word, Excel and database software
  - Excellent communication skill to maintain good relations with customers and co-workers
  - Typing speed of 50 W.P.M
  - Ability to handle multiple tasks and work in a team environment
  - Ability to coordinate work assignments to meet project deadlines
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### Education:

Associate Degree in Commerce, Salt Lake Community College, Salt Lake City, UT

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