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## Document Control Specialist Resume

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### Job Objective

Document Control Specialist seeking employment with the right company in order to use my experience and skills to better the company

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### Highlights of Qualifications:

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- Remarkable experience in document control
  - Huge knowledge of managing with controlled documents
  - Deep knowledge of document tracking methods
  - Familiarity with MyWorkshop, Oracle and Internet Explorer
  - Amazing ability to coordinate with varied levels of management
  - Outstanding ability to formulate status reports
  - Superior organizational skills
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### Professional Experience:

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Document Control Specialist  
GE Industrial, Manchester, NH  
May 2006 – Present

- Administered electronic and paper-based systems.
- Managed Engineering Change Orders.
- Outlined Document Control procedures.
- Updated master list of controlled documents.
- Scrutinized system updates and managed program milestone.

Document Control Specialist  
WorleyParsons, Manchester, NH  
March 2003 – April 2006

- Managed incorporation of Engineering Change Orders.
  - Enforced procedures and processes.
  - Handled completeness of change control documents.
  - Coordinated with internal customers and lower-level staff.
  - Aided reporting metrics and collaborated with internal and external users.
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### Education:

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High School Diploma  
Patagonia Union High School, Patagonia, AZ

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