

---

## Document Controller Resume

---

### Job Objective

Seeking a Document Controller position in a well-established firm to use my education and experience in a way that benefits the company.

---

### Highlights of Qualifications:

- Remarkable experience in quality assurance and documentation
  - Deep knowledge of module production, photovoltaic cell and testing
  - Solid understanding of document processing principles and practices
  - Ability to receive, track, and monitor documents using standard document management program
  - Superior organizational and communication skills
- 

### Professional Experience:

Document Controller  
Stantec, Inc, Selbyville, DE  
August 2005 – Present

- Conducted audits on corporate documents.
- Handled file validation and document controlling.
- Executed evaluations and document audits.
- Assured no errors in documents before submission.
- Outlined documents and coordinated with employees.

Document Controller  
Robert Half International, Selbyville, DE  
May 2000 – July 2005

- Developed the Document Control Procedure.
  - Coordinated with the project team member.
  - Maintained documents correspondences and transaction.
  - Administered issue and receipt of documents and drawings
  - Reviewed change in the technical documents.
- 

### Education:

High School Diploma  
Sequoia High School, Redwood City, CA

[Build your Resume Now](#)