
Document Specialist Resume

Job Objective

Professional Document Specialist in search of a highly established firm that will allow me to further boost my career in this field

Highlights of Qualifications:

- Remarkable experience in documentation management
 - Huge knowledge of utilizing Documentum and Share Point
 - Deep knowledge of Adobe Acrobat
 - Familiarity with MS Office
 - Amazing ability to manage in high paced work environment
 - Outstanding ability to meet timelines
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Professional Experience:

Document Specialist
AppleOne, Inc., Charlotte, NC
May 2006 – Present

- Maintained documents according to requirements.
- Acted as clearinghouse for project documents.
- Resolved document processing problems.
- Managed control records and related files.
- Scrutinized documents like blueprints and drawings.

Document Specialist
American Tower, Charlotte, NC
March 2003 – April 2006

- Maintained hard copy documents.
 - Managed input tower data into OTM database.
 - Updated new documents into online database.
 - Scrutinized document requests and imparted written follow up.
 - Coordinated with IT team.
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Education:

Bachelor's Degree in Library Science
Bethany College, Lindsborg, KS

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