
Documentation Officer Resume

Job Objective

Seeking a Documentation Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

Highlights of Qualifications:

- Solid working experience in clearance and shipping documentation
 - Outstanding knowledge of file management and system updating
 - Solid knowledge of processing insurance and claims
 - Proficient with clearance laws and procedures
 - Ability to coordinate and follow up with brokers and clients
 - Ability to perform multiple tasks in a priority order
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Professional Experience:

Documentation Officer
NCI Information Systems, Inc., Arlington, TX
August 2005 – Present

- Reviewed all credit submissions to ensure conformity with underwriting.
- Ensured credit submissions to follow credit delegations and established Operating Procedures..
- Ensured Letter of Offers regarding all transactions executed correctly by the dealers.
- Accurately reflected all the conditions detailed in the credit submission including securities.
- Reviewed and confirmed all internal legal policy and external legal requirements for all transactions.
- Provided security, title flow and payment of all duties to support company transactions.

Documentation Officer
JPMorgan Chase, Arlington, TX
May 2000 – July 2005

- Maintained program reports inventory and coordinated the timely production of reports
 - Performed archiving and updating of all important project implementation projects
 - Supported the documentation of program activities using various approaches
 - Monitored the team leaders work on IDCAP report
 - Participated in the development of monthly, quarterly and annual plans and reports.
 - Provided logistic and administrative support needs for training events, workshops, and conferences.
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Education:

Bachelor's Degree in Business
Wade College, Dallas, TX

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