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## Documentation Specialist Resume

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### Job Objective

Seeking a position as Documentation Specialist in which my abilities and experience can aid in the growth of the company

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### Highlights of Qualifications:

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- Remarkable experience in technical writing
  - Huge knowledge of formulating reports
  - Deep knowledge of document management
  - Familiarity with executing writing, editing and research functions
  - Amazing ability to grasp technical topics
  - Superior communication skills
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### Professional Experience:

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Documentation Specialist  
Liberty Medical Supply, Inc., Livonia, MI  
May 2006 – Present

- Established departmental policies and procedures.
- Imparted task assignment, performance and feedback evaluations.
- Handled project management and technical documentation.
- Coordinated with other departments.
- Proofread varied user guides and training materials.
- Assisted departmental trainers and Subject Matter Experts.

Documentation Specialist  
J. M. Waller Associates, Inc, Livonia, MI  
March 2003 – April 2006

- Scrutinized content for new and revised processes.
  - Aided process scripting sessions.
  - Managed review and testing of process scripts.
  - Imparted input into documentation specifications.
  - Coordinated in team meetings.
  - Analyzed impact of process changes.
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### Education:

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Bachelor's Degree in Arts in Technical Communications  
Graceland University, Lamoni, IA

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