

JOHNNY D. CONTROL

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OBJECTIVE:

To obtain a position as a Document Control Specialist / Manager

SKILLS & QUALIFICATIONS:

I am highly organized and detail oriented. My past managers have praised my ability to handle large volumes of documents (engineering, design, administrative). I am professionally proficient in the following programs:

MS Office Suites (Excel, Outlook, PowerPoint, Word)
 Adobe (In Design, Dream Weaver, Photoshop)
 Constructware Adobe Acrobat Professional
 Interneer (Intellect) 6.3

PROFESSIONAL EXPERIENCE:**Document Control Manager (02/2007 - Present)**

Engineering Central Associates. City, State

- Manage document control for large engineering project.
- Process RFIs , DCR s, Field Directives, ASI s from initial review to final approval.
- Assist in processing and training of admin who handled submittals.
- Direct training program for document control personnel.
- Set up parameters of databases in software including drawings, specs, and documentation.
- Assist County and contractors with specification and drawing questions.
- Tracked and updated both electronically and manually all drawings, specs and updates.
- File all documentation per County s strict adherence to guidelines.
- Receive intensive training with Interneer 6.3.
- Maintain all logs related to documentation.

Document Control Specialist (02/2002 - 12/2006)

Engineering Documents Co. City, State

- Created Contracts, Change Orders, Purchase Orders.
- Handled bid buy out process and assisted with estimating.
- Handled all Dept. of Labor & Industry paperwork related to Payroll.
- Initiated Safety Program and adherence to rules and safety regulations.
- Processed RFI s, serial letters.
- Maintained all logs related to documentation.
- Worked with Constructware Adobe Acrobat Professional

Document Control Specialist (04/1999 - 12/2001)

Engineering Company. City, State

- Created contracts, change orders, purchase orders.
- Handled bid buy out process and assisted with estimating.
- Handled all Dept. of Labor paperwork related to payroll.
- Initiated Safety Program and adherence to rules and safety regulations.
- Processed Contractor drawings, vendor payments and close out of contracts.
- Worked closely with engineering staff.
- Processed RFI s, serial letters.
- Maintained all logs related to documentation.

Document Control Assistant (01/1997 - 03/1999)

Design Now. City, State

- Initiated Contracts, Change Order s, RFI s, ASI s, Submittals, Schedule of Values.
- Processed Contractor drawings.
- Assisted document control manager.

Office Intern (06/1994 – 08/1994)

Document Training. City, State

- Worked with office manager at a mid-sized engineering firm.
- Gained critical experience in working in fast-paced engineering environment.

EDUCATION

State University, Major City, USA

AAS Degree 1995

Graduated with 3.7 GPA

School of Technical Careers Program, Major City, USA

Certification in Document Control, 1996

References available upon request.