

# MING VOLKMAN

54119 CONSIDINE VIA., DALLAS, TX

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## PHONE

+1 (555) 342 2747

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## EXPERIENCE

### GOYETTE AND SONS

06/2018 – present

San Francisco, CA // *Document Control Specialist*

- Excellent oral and written communication skills in the English language
- Clerical experience, , filing, uploading documents to share drive
- Advanced user MS-Office and Document Management Systems setup (SharePoint)
- General computer skills and use of basic Microsoft applications such as Word, Excel, and PowerPoint
- OpenText System Knowledge
- Good Interpersonal skills to effectively interact with other departments
- Knowledgeable in Microsoft Word, Excel, and Outlook

### PARKER-NOLAN

02/2012 – 05/2018

San Francisco, CA // *Document Control Specialist*

- Demonstrated familiarity with processing a variety of project documents and document processing requirements
- Good interpersonal skills and proven record as a team player
- Previous data entry experience with InfoWorks or similar electronic document management systems
- Knowledge of document control/records management and associated work processes
- Previous administrative/clerical experience in an Engineering, Construction, or Operations work environment
- Prior experience on a Chem-Detail project

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## EDUCATION

### COLUMBUS COLLEGE OF ART AND DESIGN

*Bachelor's in Technical*

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## SKILLS

- Documentum experience
- General knowledge of, oil and gas facilities construction activities
- Good knowledge of Engineering documentation electronic registers preparation, populating and updating
- Experience in project completion and turnover
- Good inter-personal, communications, influencing and presentation skills are essential
- Working under pressure in challenging environment
- Basic knowledge of Good Documentation Practices (GDP)

# Sample Resume Document Control Specialist



**Kathleen Armour**

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