

ROBERT SMITH

Document Control Specialist

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SUMMARY

Professional with diverse experience, valued for talent to anticipate needs, manage tasks and projects, and achieve objectives. Fifteen years of Customer Service experience. Seven years of Sales experience. Notary Public. CompTIA Project+ certified. ProCore Associate Certification. Proficient in Microsoft Office, Word, Excel, Power Point, Outlook, Ceridian, Quickbooks, MS Money, MS Streets & Trips, Quicken, Adobe PDF.

CORE COMPETENCIES

Office Management, Accounts Payable, Accounts Receivable, Human Resources, AS400, Oracle Financials, JD Edwards, Deltek Vision.

PROFESSIONAL EXPERIENCE

Document Control Specialist Cameron LNG - May 2015 – 2019

Key Deliverables:

- Process Supplier transmittals daily from contractors and the internal team.
- Coordinate project startup requirements, such as the creation of the project ftp (file transfer program) site for data transfer, the creation and location of required forms necessary for review and approval, the drawing request/return process.
- Upload transmittal documents into SharePoint as well as capture the correct metadata before routing the transmittals internally.
- QA/QC these metadata after each document to make sure it is error-free, assign the transmittal packages to the correct Engineer Leads based on the distribution matrix for comments and review.
- Log, track and maintain status of all open items, quality check all deliverable documentation prior to submission.
- Ensure proper document classification, revision control, document status, deliverable dates and amount of documents received and sent.
- Review completeness of documentation and prepare cover letters for transmittals.

Document Control Specialist ABC Corporation - November 2014 – April 2015

Key Deliverables:

- Prepare reports of documentation status including MDR, Late Reports, Open Reports and any request directed from Project Management team.
- Responsible for assuring that data in Buzzaw is correct and maintained.
- Gather official documentation to create manuals to send out to clients.
- Responsible for creating a log of incoming and outgoing documentation.
- Work one on one with the project manager and scheduler to insure that all projects have the latest updates and revisions to proceed with construction.

Document Control Specialist Resume Examples

Alison Green



Document Control Specialist Resume Examples

Document Control Denise Robitaille,2011-09 They re supposed to be useful tools but whether they re printouts computer files flowcharts or forms documents can often give more headaches than help And yet without them most organizations couldn t function ISO 9001 and other quality management systems place great emphasis on documents and for good reason Documents aren t individual stand alone elements of the management process They re interrelated formatted in different media and controlled by various and distinct functions Keeping critical information current and in the right hands requires more than just signing off on procedures Document control is essential but where should you begin Inside you ll find clear explanations about the document control process as well as practical solutions for creating organizing and maintaining documents including A discussion of different kinds of documents including electronic media and QMS requirements Identifying and defining responsibility Understanding the relationship between documents and records Tips for document writers Managing and maintaining documents Issues of accessibility Handling revisions and deviations Writing document control procedures *Document Control Specialist* ,2014 **Document Control** Denise Robitaille,2005-03 *Medical Records Specialist* National Learning Corporation,2019-02 The Medical Records Specialist Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to abstracting information from medical records distinguishing between primary and differential diagnoses assigning codes medical terminology completing forms and more *Ask a Manager* Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York s work advice columnist comes a witty practical guide to 200 difficult professional conversations featuring all new advice There s a reason Alison Green has been called the Dear Abby of the work world Ten years as a workplace advice columnist have taught her that people avoid awkward conversations in the office because they simply don t know what to say Thankfully Green does and in this incredibly helpful book she tackles the tough discussions you may need to have during your career You ll learn what to say when coworkers push their work on you then take credit for it you accidentally trash talk someone in an email then hit reply all you re being micromanaged or not being managed at all you catch a colleague in a lie your boss seems unhappy with your work your cubemate s loud speakerphone is making you homicidal you got drunk at the holiday party Praise for Ask a Manager A must read for anyone who works Alison Green s advice boils down to the idea that you should be professional even when others are not and that communicating in a straightforward manner with candor and kindness will get you far no matter where you work Booklist starred review The author s friendly warm no nonsense writing is a pleasure to read and her advice can be widely applied to relationships in all areas of readers lives Ideal for anyone new to the job market or new to management or anyone hoping to improve their work experience Library Journal starred review I

am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces and to do so with grace, confidence, and a sense of humor. Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide*, *Ask a Manager* is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way. Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*. **Motivated Resumes & LinkedIn Profiles** Brian E.

Howard, 2017-11-01. Book Five in Motivated Series by Brian E. Howard. Resumes are the cornerstone to any successful job search, and this resource gives you unprecedented insight and advice from more than a dozen of the most experienced and award-winning resume and LinkedIn profile writers in the industry. Get inside the minds of these writers to learn how to create impactful materials that get you interviews and job offers. Learn how they think about keywords, titling, branding, accomplishments, format, color design, and a host of other resume writing and LinkedIn profile considerations. Become an insider and learn the secrets from some of the very best. **Content Rules** Ann Handley, C. C. Chapman, 2012-05-22.

The guide to creating engaging web content and building a loyal following, revised and updated. Blogs, YouTube, Facebook, Twitter, Google, and other platforms are giving everyone a voice, including organizations and their customers. So how do you create the stories, videos, and blog posts that cultivate fans, arouse passion for your products or services, and ignite your business? *Content Rules* equips you for online success as a one-stop source on the art and science of developing content that people care about. This coverage is interwoven with case studies of companies successfully spreading their ideas online and using them to establish credibility and build a loyal customer base. Find an authentic voice and craft bold content that will resonate with prospects and buyers and encourage them to share it with others. Leverage social media and social tools to get your content and ideas distributed as widely as possible. Understand why you are generating content, getting to the meat of your message in practical, commonsense language, and defining the goals of your content strategy. Write in a way that powerfully communicates your service, product, or message across various Web mediums. Boost your online presence and engage with customers and prospects like never before with *Content Rules*. **The Clinical Documentation Improvement**

Specialist's Handbook, Second Edition Heather Taillon, 2011-01-21. *The Clinical Documentation Improvement Specialist's Handbook, Second Edition* Marion Kruse, MBA, RN; Heather Taillon, RHIA, CCDS. Get the guidance you need to make your CDI program the best there is. *The Clinical Documentation Improvement Specialist's Handbook, Second Edition* is an all-inclusive reference to help readers implement a comprehensive clinical documentation improvement (CDI) program with in-depth information on all the essential responsibilities of the CDI specialist. This edition helps CDI professionals incorporate the latest industry guidance and professional best practices to enhance their programs. Co-authors Heather Taillon, RHIA, and Marion Kruse, MBA, RN, combine their CDI and coding expertise to explain the intricacies of CDI program development and outline the structure of a comprehensive, multi-disciplinary program. In this edition, you will learn how to adhere to the latest

government and regulatory initiatives as they relate to documentation integrity Prepare for successful ICD 10 transition by analyzing your CDI program Step up physician buy in with the improved education techniques Incorporate the latest physician query guidance from the American Health Information Management Association AHIMA Table of Contents Chapter 1 Building the CDI Program Chapter 2 CDI and the healthcare system Chapter 3 Application of coding guidelines Chapter 4 Compliant physician queries Chapter 5 Providing physician education Chapter 6 Monitoring the CDI program What's new in the Second Edition Analysis of new industry guidance including AHIMA's Managing an Effective Query Process and Guidance for Clinical Documentation Improvement Programs CMS guidance from new IPPS regulations MLN Matters articles Quality Improvement Organizations and the Recovery Audit Contractor RAC program among others Strategies to help you incorporate the guidance into your CDI program Tools to help you interpret MAC initiatives and RAC focus areas to enhance your CDI program and help prevent audit takebacks New sample queries forms tools and industry survey data BONUS TOOLS This book also includes bonus online tools you can put to use immediately Sample query forms Sample job descriptions for CDI managers and CDI specialists Sample evaluation form for CDI staff Sample pocket guide of common documentation standards

[Orientalism](#) Edward W. Said, 2014-10-01 A groundbreaking critique of the West's historical cultural and political perceptions of the East that is three decades after its first publication one of the most important books written about our divided world Intellectual history on a high order and very exciting The New York Times In this wide ranging intellectually vigorous study Said traces the origins of orientalism to the centuries long period during which Europe dominated the Middle and Near East and from its position of power defined the orient simply as other than the occident This entrenched view continues to dominate western ideas and because it does not allow the East to represent itself prevents true understanding

[Document Control](#) Dawit Kassa, 2016-02-14 This book presents nine chapters covering essential topics in document control It provides important insights into document control principles processes and practices It addresses strategic issues as well as daily governance challenges in document control and provides practical advice on a number of topics including project document control

Our Department of Defense, 1962 *Keyboard Specialist* National Learning Corporation, 2016 The Keyboard Specialist Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to spelling English grammar English usage punctuation keyboarding practices and more

Fundamentals of Quality Control and Improvement 2e Amitava Mitra, 2005-01-01 This book covers the foundations of modern methods of quality control and improvement that are used in the manufacturing and service industries Quality is key to surviving tough competition Consequently business needs technically competent people who are well versed in statistical quality control and improvement This book should serve the needs of students in business and management and students in engineering technology and other related disciplines Professionals will find this book to be a valuable reference in

the field **Information and Records Management** Mary F. Robek,Gerald F. Brown,David O. Stephens,1995 Widely regarded as the best in its field this text reflects the revolutionary changes in records and information management

Transforming the Workforce for Children Birth Through Age 8 National Research Council,Institute of Medicine,Board on Children, Youth, and Families,Committee on the Science of Children Birth to Age 8: Deepening and Broadening the Foundation for Success,2015-07-23 Children are already learning at birth and they develop and learn at a rapid pace in their early years This provides a critical foundation for lifelong progress and the adults who provide for the care and the education of young children bear a great responsibility for their health development and learning Despite the fact that they share the same objective to nurture young children and secure their future success the various practitioners who contribute to the care and the education of children from birth through age 8 are not acknowledged as a workforce unified by the common knowledge and competencies needed to do their jobs well Transforming the Workforce for Children Birth Through Age 8 explores the science of child development particularly looking at implications for the professionals who work with children This report examines the current capacities and practices of the workforce the settings in which they work the policies and infrastructure that set qualifications and provide professional learning and the government agencies and other funders who support and oversee these systems This book then makes recommendations to improve the quality of professional practice and the practice environment for care and education professionals These detailed recommendations create a blueprint for action that builds on a unifying foundation of child development and early learning shared knowledge and competencies for care and education professionals and principles for effective professional learning Young children thrive and learn best when they have secure positive relationships with adults who are knowledgeable about how to support their development and learning and are responsive to their individual progress Transforming the Workforce for Children Birth Through Age 8 offers guidance on system changes to improve the quality of professional practice specific actions to improve professional learning systems and workforce development and research to continue to build the knowledge base in ways that will directly advance and inform future actions The recommendations of this book provide an opportunity to improve the quality of the care and the education that children receive and ultimately improve outcomes for children *The Definitive Guide to Warehousing* Scott Keller,Council of Supply Chain Management Professionals,Brian C. Keller,2014 An authoritative guide to planning implementing measuring and optimizing world class supply chain warehousing processes this book explains each warehousing option basic warehousing storage and handling operations strategic planning and the effects of warehousing design and service decisions on total logistics costs and customer service **Quality Control** Dale H. Besterfield,1963 **The Federal Resume Guide** The National The National Archives and Records Administration,2015-02-14 Knowing how to write a winning resume is a valuable skill to have in today s job market Your resume is the first impression you give to a potential employer it is your marketing piece A well written resume can help you

land an interview or may lead to new job opportunities Whether you are actively seeking a job at the National Archives and Records Administration NARA another Federal agency or just want to update your existing resume this guide will assist you in making your resume and thereby you stand out from the crowd [ACE the IT Resume : Resumes and Cover Letters to Get You Hired](#) Paula Moreira,2007-06-22 Create a first rate resume that will get you hired in IT Stand out in a crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide Fully revised and updated for the latest trends technologies and in demand jobs Ace the IT Resume Second Edition reveals how to best showcase your IT skills and experience You ll get tips for adapting your resume for different formats using the right keywords and getting your resume in the hands of the hiring manager With an encyclopedia of sample resumes job descriptions and resume strategies this is your must have guide to landing a great IT job Present your skills experience and education in the most effective format Optimize your online resume Customize your resume based on the job you re seeking Write compelling and relevant cover letters Avoid common pitfalls and analyze your resume for errors Discover ways to quickly get hands on experience Network with IT professionals to make connections **White Awareness** Judy H. Katz,1978 Stage 1

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