

Carra Looman

Document Control Specialist

Profile

Document Control Specialist with 1 year of experience in managing and maintaining critical company documentation. Highly skilled in organizing, categorizing, and tracking documents while ensuring accuracy and compliance with industry standards. Proven ability to collaborate with cross-functional teams and streamline document control processes. Strong attention to detail, excellent communication skills, and a commitment to continuous improvement.

Employment History

Document Control Specialist at AECOM, CA

May 2023 - Present

- Successfully managed over 10,000 technical documents for AECOM's California projects, ensuring timely delivery and accurate version control.
- Streamlined document control processes by implementing a new electronic document management system (EDMS), resulting in a 30% increase in efficiency and a 25% reduction in document retrieval time.
- Reduced documentation errors by 40% through the development and implementation of a comprehensive training program for new team members, leading to improved overall project quality.
- Played a pivotal role in the successful completion of a \$50 million infrastructure project by maintaining strict document control procedures, ensuring all necessary permits and approvals were obtained on time.

Document Control Coordinator at Parsons Corporation, CA

Sep 2022 - Apr 2023

- Successfully managed the documentation process for over 500 critical projects, ensuring timely completion and delivery with a 98% on-time rate, leading to increased client satisfaction and repeat business for Parsons Corporation in California.
- Streamlined the document control system by implementing new software and training team members, resulting in a 25% increase in efficiency and reducing the document retrieval time from 15 minutes to 5 minutes per request.
- Led a cross-functional team of 10 members to conduct a comprehensive audit and update of over 10,000 documents, resulting in improved accuracy, organization, and compliance with industry standards and regulations.

Certificates

Certified Document Controller (CDC)

Apr 2022

Information Governance Professional (IGP)

Nov 2020

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 (596) 692-1834

 1234 Sunshine Lane, San Francisco, CA 94112, USA

Education

Associate of Applied Science in Document Management at California State University, Long Beach

Aug 2018 - May 2022

Relevant Coursework: Document Processing, Records Management, Information Systems, Database Management, Digital Imaging, Content Management, Archiving, Business Communication, and Project Management.

Links

[linkedin.com/in/carralooman](https://www.linkedin.com/in/carralooman)

Skills

[SharePoint](#)

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