
Document Controller CV Sample

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Professional Summary

A fully qualified document controller, I am familiar with all the procedures needed to keep records and logs of document retrievals in a modern business environment. I am well-versed in the updates, distribution and removal of documents from a library and competent with all security matters associated with securely held documentation. I also possess a wide range of administrative skills which include the ability to schedule meetings, carry out photocopying and faxing work, taking minutes or assisting with the preparation presentations. I am used to the major classification and organisation systems used today and am seeking a new position that will help me to improve my career prospects.

Core Qualifications

Level 1 Award in Information Management

Professional Qualifications

- Integrated document control software trained.
- Archives and Records Association accredited
- Information and Records Management Society (IRMS) trained

Academic Qualifications

BA (Hons) in English Literature from the University of Anywhere 2:2 A levels: English (B) French (C) and Psychology (D) 9 passes at GCSE including Maths, English and Science

Key Skills

- Fully skilled with categorising, filing and retrieving documents in modern resource centres.
- Familiar with the common software and retrieval programmes used today.
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately.

Work Experience

Document Controller – St Ives, June 2009 - Present

- Responsible for running a technical library in a firm of ship builders, accessing dozens of records daily.
- Overhauled the entire document management system to improve working practices.
- Trained a junior document control clerk to help with the day to day running of the library.

Document Archiver – Exeter, February 2006 – May 2008

- Responsible for handling all older documents and establishing which ones were ready to be archived.
- Ensured that all archived documents were stored in compliance with the relevant health and safety regulations.
- Produced written reports on a quarterly basis for the document control manager.

References

References available. This document controller CV sample is just a single version of the dozens that are available, each affording many crucial insights into the process of creating a CV. Jobseekers can discover further guidance in the tools and CV builder, located on this site, as well.

Sample Cv For Document Controller

Roman Wölfel



Sample Cv For Document Controller:

The book delves into Sample Cv For Document Controller. Sample Cv For Document Controller is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Cv For Document Controller, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Cv For Document Controller
 - Chapter 2: Essential Elements of Sample Cv For Document Controller
 - Chapter 3: Sample Cv For Document Controller in Everyday Life
 - Chapter 4: Sample Cv For Document Controller in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Sample Cv For Document Controller. This chapter will explore what Sample Cv For Document Controller is, why Sample Cv For Document Controller is vital, and how to effectively learn about Sample Cv For Document Controller.
3. In chapter 2, the author will delve into the foundational concepts of Sample Cv For Document Controller. The second chapter will elucidate the essential principles that must be understood to grasp Sample Cv For Document Controller in its entirety.
4. In chapter 3, the author will examine the practical applications of Sample Cv For Document Controller in daily life. This chapter will showcase real-world examples of how Sample Cv For Document Controller can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Sample Cv For Document Controller in specific contexts. The fourth chapter will explore how Sample Cv For Document Controller is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Sample Cv For Document Controller. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Cv For Document Controller.

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